

EMD PUB 903
MAY 9, 2002
EMERGENCY MANAGEMENT DIVISION
Michigan Department of State Police

PUBLIC ASSISTANCE GRANT PROGRAM

STATE OF MICHIGAN APPLICANT HANDBOOK

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I. OVERVIEW OF PUBLIC ASSISTANCE

A. The Need for Public Assistance. When a disaster occurs in a community, public and private facilities may sustain extensive damage or be destroyed. In order for the community to function efficiently, these facilities must be made intact and reasonably operational again. Under The Robert T. Stafford Disaster Relief and Emergency Assistance Act (P. L. 93-288, as amended), a Public Assistance Grant Program (PAGP) is authorized to assist communities in restoring, repairing, or replacing public and certain private, non-profit facilities and services which are damaged or destroyed by a disaster. Grants are provided on a 75% Federal - 25% State/local basis. This handbook provides a comprehensive overview of the PAGP, and should be used in concert with other appropriate informational documents to ensure proper project and program management.

B. Identifying Public Assistance Needs. A basic, immediate concern of government in response to a disaster is to quickly identify the overall needs of the community. Some needs have to be responded to immediately, such as search and rescue, emergency medical care, fire suppression, traffic and access control, etc. These are basic functions that must be performed to protect the public health, safety, and welfare.

For other functions, immediate action is generally not necessary. Rather, it is more important in the early stages after impact to collect information on what is needed than to start a massive flow of indiscriminate aid into the stricken community. Restoring, repairing, or replacing damaged public and private non-profit facilities generally falls into this category. Conducting an adequate damage assessment is the first step that must be taken in the process of bringing these facilities back to fully operational status. Damage assessment identifies the nature, extent and magnitude of the damage and impact, and provides a basis for determining recovery strategies and priorities. (See EMD Pub. 901, Damage Assessment Handbook, for more information on the damage assessment process and documenting public and private damage.)

C. Responsibilities for Providing Public Assistance. Whenever an emergency or disaster occurs or threatens to occur, local government is responsible for taking immediate steps to protect life and property. If additional assistance is needed, local government may request a Governor's emergency or disaster declaration through the Emergency Management Division, Department of State Police (EMD/MSP), in accordance with Act 390, P. A. 1976, as amended (The Michigan Emergency Management Act). Such a declaration mobilizes the resources of State government (in the form of personnel, supplies, equipment and technical advice, or financial assistance under Section 19 of the Act) to assist the affected community. In addition, certain Federal agencies may also be able to provide some assistance under their own statutory authorities.

However, if the situation is beyond the capabilities and resources of local and State government, and whatever Federal forces may be at the scene, the Governor may request the President to declare that a "major disaster" or "emergency" exists under the provisions of the Stafford Act. Such requests are made through the Federal Emergency Management Agency (FEMA) Region V office in Chicago. See Figure 1 on page 3.

Public Assistance, as provided under the Stafford Act, is that part of the emergency or disaster relief program in which the Federal government supplements the efforts and available resources of State and local government to restore, repair, or replace damaged public and certain private, non-profit facilities or services. Public Assistance includes emergency work (emergency protective measures and debris removal) and permanent work (permanent repair/restoration/replacement of damaged facilities). The President's declaration of an emergency or major disaster authorizes certain other types of Federal assistance and triggers other Federal disaster relief programs.

Federal disaster assistance is intended to supplement, but not to be a substitute for, that assistance afforded by State and local government. State and local governments are expected to expend a reasonable amount of funds and commit available resources towards the response and recovery as a condition of eligibility for Federal assistance. Each potential applicant must be able to document reasonable expenditures for disaster relief purposes for which reimbursement may or may not be made.

These costs create a fiscal impact on State and local government, which should be described in detail as part of the damage assessment process. This information then becomes part of the Governor's request for a presidential declaration. Block O (Impact on the Community) of the Damage and Injury Assessment Form (EMD-2) is designed to allow reporting of these costs. See EMD Pub. 901, Damage Assessment Handbook, for more information on damage assessment reporting procedures.

D. Coordination of Public Assistance. FEMA coordinates all Federal disaster relief assistance, including Public Assistance provided under the Stafford Act. The EMD/MSP administers all Public Assistance grant funds provided to State and local government under the Stafford Act, in accordance with the provisions set forth in the State of

Michigan Administrative Plan for the Public Assistance Grant Program. This plan defines and assigns the policies, procedures, responsibilities and methods for implementation of the PAGP in the State of Michigan. It is an internal procedural document of the Emergency Management Division.

Effective utilization and coordination of PAGP funds requires the development of applicant guidance tailored to the administrative structure and emergency organization of the State. This handbook fulfills that need by summarizing the major provisions set forth in the State of Michigan Administrative Plan for the Public Assistance Grant Program with regard to the application for and implementation of the PAGP. It also lists other sources of Public Assistance for which EMD/MSP has a coordination function (see Section IV).

- E. Organizational Structure for Major Disasters and Emergencies.** The Michigan Emergency Management Plan (MEMP) prescribes the formation of an organizational structure aimed at fully utilizing the Federal disaster assistance provided by the Stafford Act. Initially, EMD/MSP is responsible for the timely preparation of damage estimates and the development of recommendations on the specific types of Federal assistance required. See Annex D (Assessment) to the MEMP, and EMD Pub. 901, Damage Assessment Handbook.

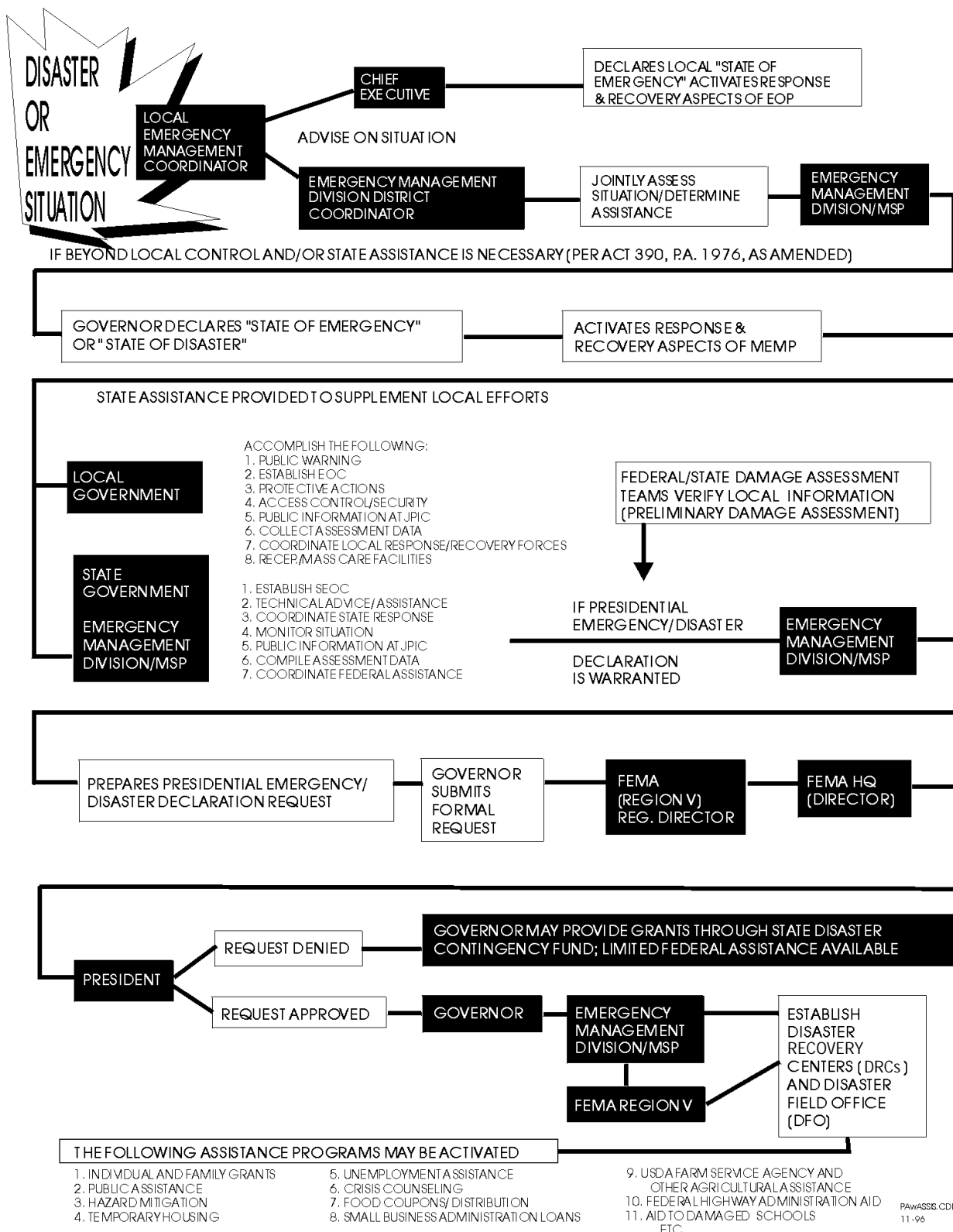
To facilitate coordination between State and Federal agencies, a State Coordinating Officer (SCO) is appointed from within EMD/MSP. Normally, the Commanding Officer of the Division is appointed to this position. A State Public Assistance Officer (SPAO) is also appointed from within EMD/MSP to coordinate the delivery of Public Assistance to eligible communities, and to assist in overall program management.

The Governor's Authorized Representative (GAR) is the person named in the FEMA/State Agreement to execute, on behalf of the State, all documents for disaster assistance. The Commanding Officer of EMD/MSP is normally appointed to this position. The GAR evaluates, recommends, and relays requests by local governments and State agencies for Public Assistance to the FEMA Region V Director in Chicago, and coordinates with appropriate Federal and State officials in the implementation of the PAGP.

Implementation of the PAGP requires the commitment of various Federal personnel. The Federal Coordinating Officer (FCO), normally from FEMA, is responsible for coordinating and implementing Federal recovery activities, including Public Assistance. The FCO usually appoints from within FEMA a Federal Public Assistance Officer (FPAO). This individual assists in the management and administration of the Public Assistance program and coordinates Public Assistance matters with the State counterpart SPAO.

As coordinating officers are designated at the Federal and State levels, affected local units of government and private nonprofit organizations must likewise appoint an Applicant's Agent. The Applicant's Agent ensures that local responsibilities pertaining to the application for Public Assistance are properly carried out. The Applicant's Agent is also responsible for executing, on behalf of the jurisdiction or organization, all documents required for the PAGP.

**FIGURE 1
EMERGENCY / DISASTER DECLARATION PROCESS**



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II. PUBLIC ASSISTANCE GRANT PROCESS

Figure 2 on page 13 provides an overview of the process for implementing the PAGP. While the Federal government primarily funds the grants, the grants and grant process are administered by EMD/MSP. Following are the major steps in the process for implementing the PAGP:

- A. **Applicant Briefing.** After the President declares a “major disaster” or an “emergency” (which involves Public Assistance), FEMA and EMD/MSP officials jointly conduct an Applicant Briefing for affected jurisdictions and eligible private non-profit organizations that incurred damage. At this Briefing, potential applicants will have the opportunity to meet State and Federal officials, review the disaster/emergency declaration, obtain information on the PAGP and how to apply for it, prepare a Request for Public Assistance (RPA), FEMA form 90-49, and receive instructions on designating an Applicant’s Agent. Each applicant attending the Applicant Briefing will be given an applicant’s briefing packet that contains the requisite application and program information.

The Briefing may also address hazard mitigation and available mitigation assistance under both the PAGP and the Hazard Mitigation Grant Program (HMGP). (In most cases, however, a separate Briefing or informational campaign will be held strictly for the HMGP.)

A Request for Public Assistance (see sample forms in Section VII) must be filled out and submitted to Federal officials to be considered for funding under the PAGP. These forms are distributed to all potential applicants attending the Applicant Briefing. Applicants are strongly encouraged to complete and submit a Request for Public Assistance form prior to leaving the Applicant Briefing. Submittal of the RPA form is the initial step in obtaining Public Assistance. The RPA must be submitted within 30 days of designation of the county.

- B. **FEMA Kick-Off Meeting.** FEMA and MSP/EMD jointly schedule a FEMA Kick-Off Meeting. This meeting is conducted to provide the applicants with information required to meet specific requirements of the PAGP. Normally, a State representative will attend these meetings and assist the FEMA representatives in conducting the meeting. Topics typically covered at this meeting include, but are not limited to: 1) Federal, State and local roles and responsibilities under the PAGP; 2) Immediate Needs Funding; 3) required forms and how to properly fill them out; 4) eligibility requirements; 5) cost estimation; 6) Project Formulation; 7) Small Project Validation; 8) Special Considerations; 9) documentation and record keeping; 10) the appeals process; and 11) audit requirements.

The Applicant Briefing is intended to provide a broad overview of the PAGP, while the Kick-Off Meeting is intended to provide more detailed instruction on the various forms and processes that are an integral part of the PAGP.

- C. **Eligibility Determination.** To be eligible for funding under the PAGP, the following four eligibility criteria must be met:

1. **Applicant Eligibility.** Eligible applicants for the PAGP include:

- State government agencies or departments;
- local governments;
- private nonprofit (PNP) organizations; and
- Indian tribal governments

Local government applicants may include:

- counties, cities, townships, and villages;
- special districts and regional authorities (i.e., drain and road commissions, water and sewer districts, navigation and flood control districts, mosquito abatement districts, etc.);
- public colleges and universities.

Private non-profit organizations are eligible for Public Assistance if they meet the criteria in 44 CFR 206.221 (f), which states that such organizations must:

- have a letter ruling from the U.S. Internal Revenue Service (IRS), granting tax exemption under Sections 501 (c), (d), or (e) of the Internal Revenue Code of 1954; or
- have satisfactory evidence from the State that the organization is a non-revenue producing, non-profit entity organized or doing business under State law; and
- provide services that would otherwise be performed by a governmental agency.

The services that a private non-profit organization must provide to be eligible are outlined in 44 CFR 206.221 (e) and include:

- education, medical, fire and emergency, utilities, custodial care, and essential governmental services.

Note: Other facilities and organizations not listed here may be eligible, but only upon determination of eligibility by the FEMA Regional Director upon advice of the GAR and SCO. The Request for Public Assistance (FEMA form 90-49), found in Section VII will be used to obtain needed documentation to determine eligibility of private nonprofit applicants. Definitions in Federal and State laws and promulgated rules will assist in determining eligibility in unusual situations.

It is incumbent upon an applicant to prove that it is a governmental or nonprofit agency or organization performing essential services of a governmental nature if questions of eligibility arise.

Also note that in compliance with enactment of the Disaster Mitigation Act of 2000 provisions, Private Nonprofits will be classified (for eligibility purposes) as either providing critical or non-critical services. The 'Critical services' designation includes but is not limited to power, water, sewer, wastewater treatment, communications, and emergency medical care. Private Nonprofits that do not provide critical services are required to apply for SBA loans (as of October 30, 2000) before they can be eligible for grant assistance from FEMA. If a non-critical private nonprofit is declined a loan or the loan does not cover all eligible damages; it may apply to FEMA for the remainder of the damages. This change in regulation applies only to permanent restoration work categories of assistance. Therefore in terms of private nonprofit applicants' eligibility, rules regarding emergency categories of work, i.e., response and debris removal, have not changed. Critical private nonprofit applicants are not required to apply to SBA prior to applying to FEMA for a grant. Their applications will be processed for public assistance in the same manner as they were prior to the October 30, 2000 provision enactment.

2. **Facility Eligibility.** Basic eligibility requirements for a facility are outlined in Section 102 (8) of the Stafford Act, and 44 CFR 206.201. A facility is defined as:

- any public or PNP building, works, system, or equipment, built or manufactured; or
- any improved and maintained natural feature.

Note: The improvement of a natural feature should be based on a design that changes and improves its natural characteristics. Examples of such improvements include soil stabilization measures such as terracing, channel realignment, or channel bank armoring for erosion control. Golf courses are considered improved projects. Upon completion of the improvement, a subsequent measurable difference over the unimproved natural feature should be shown. The maintenance of this improvement must be done on a regular schedule and to standards to ensure that the improvement performs as designed. It is the improvement itself that must be maintained for the natural feature to be considered a facility.

Facilities that serve rural or unincorporated communities but are not owned by an eligible applicant may be eligible for Public Assistance if the State or a political subdivision of the State submits the request for assistance.

Examples of eligible public facilities include roads, bridges, culverts, and engineered channels, such as irrigation and drainage channels, buildings, airports, and parks. To be eligible for Public Assistance funding, a facility must:

- meet FEMA's definition of a facility;
- be the legal responsibility of an eligible applicant;
- be located in the designated disaster area;
- not be under the specific authority of another Federal agency; and
- be in active use at the time of the disaster.

PNP facility eligibility is restricted to the following categories:

- Education - universities, parochial and other private schools;
- Medical - hospitals, outpatient and rehabilitation clinics, long term care centers;
- Fire and Emergency - fire stations, search and rescue teams, ambulance services;
- Utilities - gas, water, telephone, and power companies;
- Custodial Care - retirement homes, adult day care centers;

- Irrigation Facility: for fire suppression, generating/supplying electricity, and drinking water supplies
- Essential Government Facilities - museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and facilities that provide health and safety services.

Other considerations for facilities include:

Legal Responsibility. For leased facilities, the lease contract must specify that the applicant has responsibility for repairs. Facilities owned by Federal agencies are not typically eligible for Public Assistance funding. Federal facilities that have been turned over to local agencies for operation and maintenance may be eligible for assistance for the permanent repair of the facility, if the agreement between the Federal and local agency specifically assigns responsibility for repairs to the local agency.

Responsibility of Other Federal Agency. FEMA cannot provide assistance for the permanent repair of facilities that fall under the responsibility of another Federal Agency. This restriction applies even if the authorized agency decides not to provide assistance. Other Federal Agencies with authority to provide disaster assistance include:

- Federal Highway Administration (FHWA) assistance with restoration of roads and bridges on the Federal Aid System;
- U.S. Army Corp of Engineers (USACE) assistance with restoration of locally owned flood control works such as dams, levees, and flood control channels; and
- Natural Resources Conservation Service (NRCS) assistance with restoration of locally owned flood control works, and shore and bank protection projects.

FEMA may fund emergency work at these facilities if the authorized agency decides not to provide assistance. (For example, if the FHWA decides not to provide funds to clear debris from a Federal Aid System road, FEMA may fund work to open the road for emergency use.)

Facility Use. Inactive facilities are typically not eligible for Public Assistance. Exceptions to this requirement include:

- the facility was only temporarily inoperative for repairs or remodeling;
- future use by the applicant was firmly established in an approved budget; or
- the owner can demonstrate to FEMA that there was intent to begin use within a reasonable time.

Alternate Use Facility. If a facility is being used for purposes other than those for which it was originally designed, the eligible restoration for that facility is limited to the extent necessary to restore the immediate pre-disaster use of the facility.

Facilities Under Construction. A facility under construction is the responsibility of the contractor until it is transferred to the owner. However, repairs may be eligible if the contract under which the work is being performed places responsibility for damage on the applicant during the construction period. Repairs are also eligible if, prior to the disaster, the applicant had accepted the work and had therefore assumed responsibility. If the applicant had accepted only a portion of the site, repairs to only that portion of the site would be eligible.

Scheduled Replacement with Federal Funds. If a facility has been scheduled for replacement using Federal funds, and work is scheduled to begin within 12 months of the disaster, the facility is not eligible for funding.

Replacement Under Contract. If a facility or portion of a facility is under contract for replacement using non-Federal funds, and at the time of the disaster work has not started, damages to the portion of the facility being replaced are not eligible.

3. **Work Eligibility.** 44 CFR 206.223 specifies that work must meet the following three eligibility criteria to be eligible for Public Assistance funding:

- Cause of Damage - The work must be required as a result of the declared disaster.
- Location - The work must be within the designated disaster area.
- Legal Responsibility - The work must be the legal responsibility of an eligible applicant.

There are two types of work: emergency work and permanent work.

Emergency Work provides essential assistance to eliminate or lessen immediate threats to lives, improved property, and public health and safety through debris removal and emergency protective measures.

Permanent Work refers to any activity that must be performed to restore a damaged facility based on the facility's pre-disaster design, function and capacity.

Other general work considerations include:

Negligence. Damage caused by negligence on the part of the applicant is not eligible. Damage caused by inadequate design, however, is not considered negligence. (For example, if an undersized culvert contributes to damage to a road during a flood, the repair of the road is eligible.)

Maintenance. Normal maintenance (i.e., potholes, minor gravel replacement, routine pulling of ditches) and deferred maintenance (i.e., repairs to rotted timber, deteriorated asphalt, leaking roofs) are not eligible because they are not a direct result of a disaster.

Pre-Existing Damage. Damages that existed prior to the disaster are not eligible.

Hazard Mitigation. Measures to prevent damage during future disasters may be eligible for Public Assistance funding as part of eligible restoration projects, as long as the measures are cost-effective and relate directly to the damaged facility.

Codes and Standards. Upgrades required due to Codes and Standards that apply to a facility are eligible for Public Assistance funding as part of eligible restoration projects. However, for the cost of an upgrade to be eligible, the Code or Standard requiring the upgrade must meet the following criteria:

- It must apply to the repair work being performed. (If a facility were being replaced, an upgrade would apply throughout the facility. However, if a facility needs repair work only, the upgrades would apply to the damaged elements only.)
- It must be appropriate to the pre-disaster use of the facility.
- It must be formally adopted in writing by the applicant, before FEMA approves the project.
- It must apply uniformly to all facilities of the type being repaired within the applicant's jurisdiction. (The standard cannot allow selective application; it must have a "trigger" that mandates its use when a facility is repaired.)
- It must be enforced during the time that it was in effect. (This requirement applies to standards that were in effect before the disaster. FEMA may require submission of specific examples of application of the standard.)

50 Percent Rule. If repairs to a facility would cost 50 percent or more of the cost of replacing the facility to its pre-disaster condition, the facility is eligible for replacement. The estimated cost of repair does not include the cost of upgrades mandated by Codes and Standards, or the cost of measures taken for hazard mitigation (although such costs may be eligible for FEMA assistance). The estimated cost of replacement, however, does include the costs for all work necessary to provide a new facility in accordance with current Codes and Standards.

Relocation. If an applicable Federal, State or local Standard (i.e., floodplain management) requires that a damaged facility be relocated away from a hazardous area, or if FEMA requires that a repetitively-damaged facility be relocated due to its location, such a relocation project will only be approved if it is cost-effective and not barred by any other FEMA regulations or policies. Eligible costs in the relocation project include:

- demolition and removal of the old facility;
- land acquisition;
- construction of the new facility; and
- construction of ancillary facilities, such as roads and utilities.

When a relocation project is approved, no further Federal funding for the repair or replacement of any facility subsequently built at the old site will be approved. (The only exception to this is for facilities and structures that facilitate an open space use.)

4. **Cost Eligibility.** The eligibility criteria that pertain to cost are specified in 44 CFR Part 13 and 44 CFR 206.228. All costs associated with eligible work must be:

- reasonable and necessary to accomplish the work;
- compliant with Federal, State and local requirements for procurement; and

- reduced by all applicable credits such as insurance proceeds and salvage values.

These eligible cost criteria apply to all direct costs, including labor, materials, equipment, and contracts awarded for the performance of eligible work.

Note: A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Labor Costs. Labor costs associated with eligible work may be claimed at an hourly rate. Labor rates include actual wages paid plus fringe benefits paid or credited to personnel. Different eligibility criteria apply to labor rates for different kinds of employees and work:

Reassigned Employees. The labor cost for an employee assigned to perform tasks that are not part of his/her normal job is eligible as long as the reassigned employee is performing eligible work. A reassigned employee may have a higher salary than the personnel normally performing the work. In those cases, the eligible labor rate should be the average rate for the employees who normally do that type of work.

Temporary Employees. All wages paid to temporary employees hired as a direct result of the disaster to perform eligible emergency and permanent work are eligible.

Volunteer Labor. An applicant may receive credit for unpaid volunteer labor used for emergency work at rates consistent with those ordinarily paid by the applicant for similar work. Such credits should be discussed with FEMA staff prior to application.

Regular Time and Overtime. For emergency work, only overtime labor is eligible for regularly employed employees. Regular time, which is usually considered to be the first 40 hours worked in a week, is not eligible for regularly employed employees. For permanent work, both regular time and overtime are eligible for all employees.

Compensatory Time. If compensatory time is usually given in place of overtime, that policy will stand and overtime will not be eligible. Costs for compensatory time are eligible at regular rates but must be part of the official timekeeping system.

Force Account Mechanics. Time spent maintaining and repairing applicant-owned equipment is not eligible because this cost is accounted for in equipment rates. Note that repair of disaster damage to equipment may be eligible under Category E.

Foremen and Supervisors. Labor for both foremen and supervisors is eligible for work forces engaged in field activities. However, the salaries of commissioners, mayors, department directors, police and fire chiefs, and other administrators are usually not eligible.

Fringe Benefits. Eligible labor costs include actual wages paid, plus a percentage of the wages that account for fringe benefits. Benefits typically include vacation, holidays, insurance, retirement, unemployment insurance, social security, and worker's compensation. Generally, FEMA accepts reasonable benefit rates actually paid by applicants.

Materials Costs. The cost of supplies that were purchased or taken from an applicant's stock and used during the performance of eligible work are eligible. If available, actual costs for materials should be taken from invoices. If the materials were taken from stock and invoices are not available, costs may be developed from the applicant's historical data or by contacting area vendors.

Donated materials are not eligible as a direct cost but may be used as credit in the same manner as volunteer labor. These materials are valued at current commercial rates. Materials donated by a Federal agency (i.e., USACE) cannot be credited.

Equipment Costs. The cost of applicant-owned equipment used to perform eligible work is eligible at an hourly rate. Equipment rates typically include operation, insurance, depreciation and maintenance; however, they do not include the labor of the operator. FEMA recognizes three types of equipment rates:

- FEMA rates - FEMA has published a schedule of equipment rates that is applicable on a national basis.
- State rates - An applicant may claim rates that have been approved under State guidelines up to \$75/hour. Rates over \$75/hour may be approved by FEMA on a case-by-case basis. *Note: In Michigan, the Michigan Department of Transportation Rate Schedule is used.*

- Local rates - Rates developed by a local government can be used. Where local rates have been developed, reimbursement is based on the local rates or FEMA's rates whichever is lower.

Stand-by time for equipment is not eligible. However, if an applicant uses equipment intermittently for the majority of the day, use for the entire day may be claimed. Equipment that is used for less than half a day is reimbursable only for the hours used.

Application of equipment rates is described in 44 CFR 206.228.

Contract Costs. Contracts must be reasonable in cost compared to the work being performed, and must be let in accordance with appropriate procurement procedures.

Administrative Costs. The Stafford Act stipulates that each grant recipient be provided an administrative allowance to meet the cost of administering the grant. The administrative allowance for grant recipients covers direct and indirect costs incurred in requesting, obtaining, and administering Public Assistance. The allowance can be used to cover the following activities:

- identifying damage
- attending the Applicant Briefing
- completing forms necessary to request assistance
- working with Federal and State teams to assess damage, collect cost data, and develop estimates; and
- working with the State during project monitoring, final inspection, and audit

The allowance is not intended to cover direct costs of managing specific projects that are completed using Public Assistance funds. Those costs are eligible as part of the grant for each project, as long as they can be specifically identified and justified as necessary to do the work.

The allowance is calculated as a percentage of all approved eligible costs that the applicant receives for the disaster. This percentage is calculated using a sliding scale as follows:

Total Amount of PAGP Funds	Allowance
First \$100,000	3 percent
Next \$900,000	2 percent of that \$900,000
Next \$4,000,000	1 percent of that \$4,000,000
Funds in excess of \$5,000,000	½ percent of the excess

Administrative allowances are addressed in 44 CFR 206.228, and pages 72-73 of the FEMA Public Assistance Guide (FEMA 286).

Insurance Requirements. 44 CFR Subpart 1 establishes insurance requirements that apply to disaster assistance provided by FEMA. Prior to approval of a FEMA grant for the repair, restoration or replacement of an insurable facility or its contents damaged by a major disaster:

- Eligible costs shall be reduced by the amount of any insurance recovery actually received or anticipated, relating to eligible costs. FEMA will base its determination of eligible costs on whether the insurance settlement is reasonable and proper, in FEMA's opinion.
- The full coverage available under the standard flood insurance policy from the National Flood Insurance Program (NFIP) will be subtracted from otherwise eligible costs for an insurable facility and its contents within the Special Flood Hazard Area.
- If eligible damages are greater than \$5,000, as a condition for FEMA assistance a subgrantee must obtain and maintain insurance to cover the assisted facility for the hazard that caused the major disaster in the amount of the Project Worksheet estimate before deductions are made such as the flood insurance reduction or an insurance settlement.
- Assistance will not be provided under Section 406 of the Stafford Act for any facility for which assistance was provided as a result of a previous major disaster unless all insurance required by FEMA as a condition of previous assistance has been obtained and maintained. Not even the deductible amount, or damages in excess of the NFIP limits, or flood-damaged items not covered by standard NFIP policy will be eligible.

- D. Project Formulation.** The cost threshold for determining a project to be large or small is an amount adjusted annually to reflect changes in the Consumer Price Index (CPI). Consult the cost threshold documentation (see Section VII) for the current fiscal year. The Project Formulation process involves four primary steps: 1) developing scopes of work and cost estimates for damaged sites; 2) combining associated work into projects, to include

emergency work, permanent work, work completed, and work to be done; 3) sorting work into Small Projects (under the cost threshold), Small Projects with Special Considerations, and Large Projects (over the cost threshold); and 4) preparing Project Worksheets (PWs) for funding of Small and Large Projects.

Applicants are extensively involved in all phases of the Project Formulation process. After attending the Applicant Briefing and Kick-Off Meeting, applicants are required to: 1) identify damaged sites; 2) formulate projects; 3) develop a scope of work and cost estimate for each project; 4) create a PW for each project; and 5) submit the PWs to FEMA. FEMA form 90-91, Project Worksheet, must be used to develop project documentation (see Section VII). Applicants must maintain project documentation in accordance with EMD/MSP and FEMA requirements.

Note: PWs must be submitted within 30 days of the Kick-Off Meeting if the applicant is working independent of FEMA/State technical assistance; if FEMA/State technical assistance is required, PWs must be submitted within 60 days of the Kick-Off Meeting. Applicants requiring technical assistance must contact either EMD/MSP or FEMA and request such assistance as early as possible in the Project Formulation process.

The EMD/MSP will ensure that applicants identify damaged sites and develop PWs within the required 30-60 day timeframe after the Kick-Off Meeting. This will normally be accomplished via direct contact or telephone follow-up by EMD/MSP PAGP staff and/or EMD/MSP District Coordinators. Technical assistance in preparing Project Worksheets will be offered upon request.

The designated FEMA Public Assistance Coordinator (PAC) may also provide technical assistance to an applicant upon request. The PAC reviews the Project Worksheets (PWs) and other project information submitted by an applicant and updates the applicant's Case Management File (CMF) as required. Large Projects identified by the applicant will be assigned to a FEMA Project Officer (PO) for further project development (see item 2 below).

1. **Small Projects (under the cost threshold).** Applicants are required to develop Small Projects, either by themselves or with the assistance of EMD/MSP or FEMA. Small Projects may consist of a single damaged site, or several damaged sites grouped together. The applicant must submit a PW to FEMA for each Small Project. Cost estimates can be derived from contractor contracts, contractor bids, applicant experience in a particular area of repair work, or guides such as RS Means or the FEMA Cost Codes.
2. **Large Projects (over the cost threshold).** Applicants may develop cost estimates and scopes of work for Large Projects, or they may simply provide a list of all Large Projects to FEMA for project development. FEMA will assign a Project Officer (PO) for each Large Project to develop the project and/or validate an applicant's cost and scope of work estimates. FEMA is ultimately responsible for estimating Large Project costs using the Cost Estimating Format (CEF). For most Large Projects, an attempt will be made to develop the PW for Large Projects in a FEMA/State/local partnership effort (i.e., joint on-site inspections, agreeing on a definitive eligible scope of work, etc.) A cadre of trained and certified FEMA engineers assigned to the disaster will conduct the CEF estimates.
3. **Special Considerations.** Special Considerations are those issues other than program eligibility that affect the scope of work and funding for a project. Special Considerations, as defined by FEMA, include but are not limited to:
 - flood and general insurance issues (i.e., deduction of insurance proceeds, reduction for flood insurance, insurance purchase requirement);
 - hazard mitigation (applicability to project, cost effectiveness, compliance with laws and regulations);
 - historic preservation (i.e., National Historic Preservation Act); and
 - environmental compliance (i.e., National Environmental Policy Act [NEPA], applicable Executive Orders, Coastal Barrier Resources Act, Clean Air/Water Acts, Endangered Species Act, Resource Conservation and Recovery Act, etc.)

FEMA is responsible for addressing Special Considerations on each project. However, applicants and EMD/MSP are expected to assist in that process by identifying projects that may have Special Considerations in the PDA and/or Project Formulation phase. FEMA will discuss Special Considerations issues at the Kick-Off Meeting and provide applicants with appropriate guidance on the subject.

- E. Small Project Validation.** FEMA is responsible for coordinating the Small Project validation process. The validation process applies to all Small Projects. A random sample of 20 percent of Small Projects will be selected for validation. A second sample of 20 percent will also be identified as a backup in the event the first sample does

not meet validation criteria. The validation is a quality control process intended to ensure that the scopes of work are eligible, cost estimates are reasonable, and Special Considerations have been properly identified. The validation process must be completed by FEMA within 15 days of submittal of all Small Projects. All Small Projects submitted to FEMA after 30 days from the Kick-Off Meeting will be validated.

Note: Validation of Large Projects is automatically integrated into the Project Formulation process. The FEMA Project Officer is responsible for validating the accuracy of the scope of work and cost estimates, in addition to reviewing Special Considerations issues.

The FEMA reviewer will complete a FEMA Project Validation Worksheet for each project validated. The results of the Validation Worksheets are then transferred to a FEMA Validation Form for review and analysis of the eligibility and cost estimate variances. Applicants may have to amend original Project Worksheets if the results of this analysis indicate errors in determining eligibility and/or estimating costs.

There will be one of two possible results of the validation process: the sample will be either satisfactory or unsatisfactory. A satisfactory validation is one in which the dollar value of the variances does not exceed 20 percent of the total dollar value of the projects being validated. If the first sampling exceeds the allowable 20 percent ceiling, then the second project sampling will be validated.

Although Small Project Validation is primarily a FEMA responsibility and process, the State will assist the FEMA Public Assistance Coordinator in the selection of the project sampling for validation. That will normally be done at the DFO.

- F. Grant Approval.** The EMD/MSP will submit an Application for Federal Assistance (SF 424) and an Assurances for Construction Programs (SF 424D) to FEMA in order to receive Federal funding. Approved Project Worksheets will be the basis for issuing subgrants to eligible applicants in accordance with the cost sharing provisions established in the FEMA/State Agreement.
- G. Issuance of Subgrants.** Once the Project Worksheets are approved and an SF 424 has been received from the State, FEMA will provide a grant to EMD/MSP for distribution to eligible subgrantees (applicants) in accordance with approved Project Worksheets and the provisions set forth in the State of Michigan Administrative Plan for the Public Assistance Grant Program.

Subgrantee Packages will be prepared by EMD/MSP for all subgrantees, advising them of subgrant approval and conditions. The following documents will be included in the Subgrantee Package:

- State cover letter and applicant checklist
- Designation of Applicant's Agent and Applicant Assurances
- State/Subgrantee Grant Agreement signed by chief elected official and Applicant Authorized Agent
- Request for Taxpayer Identification Number Form W-9
- EMD/MSP Audit Certification Form
- Project Application Summary (P.2) & Obligation Report (P.5)
- Project Worksheets & Project Completion and Certification Report (P.4)
- Quarterly Report form for large projects

The EMD/MSP will notify subgrantees when their Package is prepared and ready for signature.

Generally, subgrants will be issued in the following manner:

SMALL PROJECTS (under the cost threshold)*

1. **Federal Share of Small Projects.** 75% of the total eligible project estimate will be made as a final payment after the subgrantee has returned the completed and signed Grant Agreement, Assurances, and Certifications.
2. **State Share of Small Projects.** The State share will be paid when the subgrantee submits P.4 certification that all Small Projects within the jurisdiction are completed. At that time, the State share will be drawn against this account and forwarded to the jurisdiction. No State share will be advanced.

LARGE PROJECTS (over the cost threshold)*

1. **Federal Share of Large Projects.** For projects that are 100% complete at project formulation, payments will be processed once the subgrantee has returned the completed and signed Grant Agreement, Assurances, and Certifications. If it is determined that the applicant in question has a history of non-compliance or in any other circumstance the GAR deems necessary, the State may conduct a final inspection.
 - For projects with work to be completed at project formulation and work is subsequently completed, payments will be made based on actual expenditures as verified by EMD/MSP. Approved funding will be processed for payment following FEMA's approval of the State's project review, and once the subgrantee has returned the completed and signed Grant Agreement, Assurances, and Certifications.
 - For projects not 100% complete, up to 50% of the Federal share may be reimbursed based upon submission of the following:
 - (1) Written request for payment.
 - (2) Documentation that 50% or more of the estimated project costs have been expended.
 - (3) Completed and signed Grant Agreement, Assurances, and Certifications.
 - (4) All required quarterly project reports.

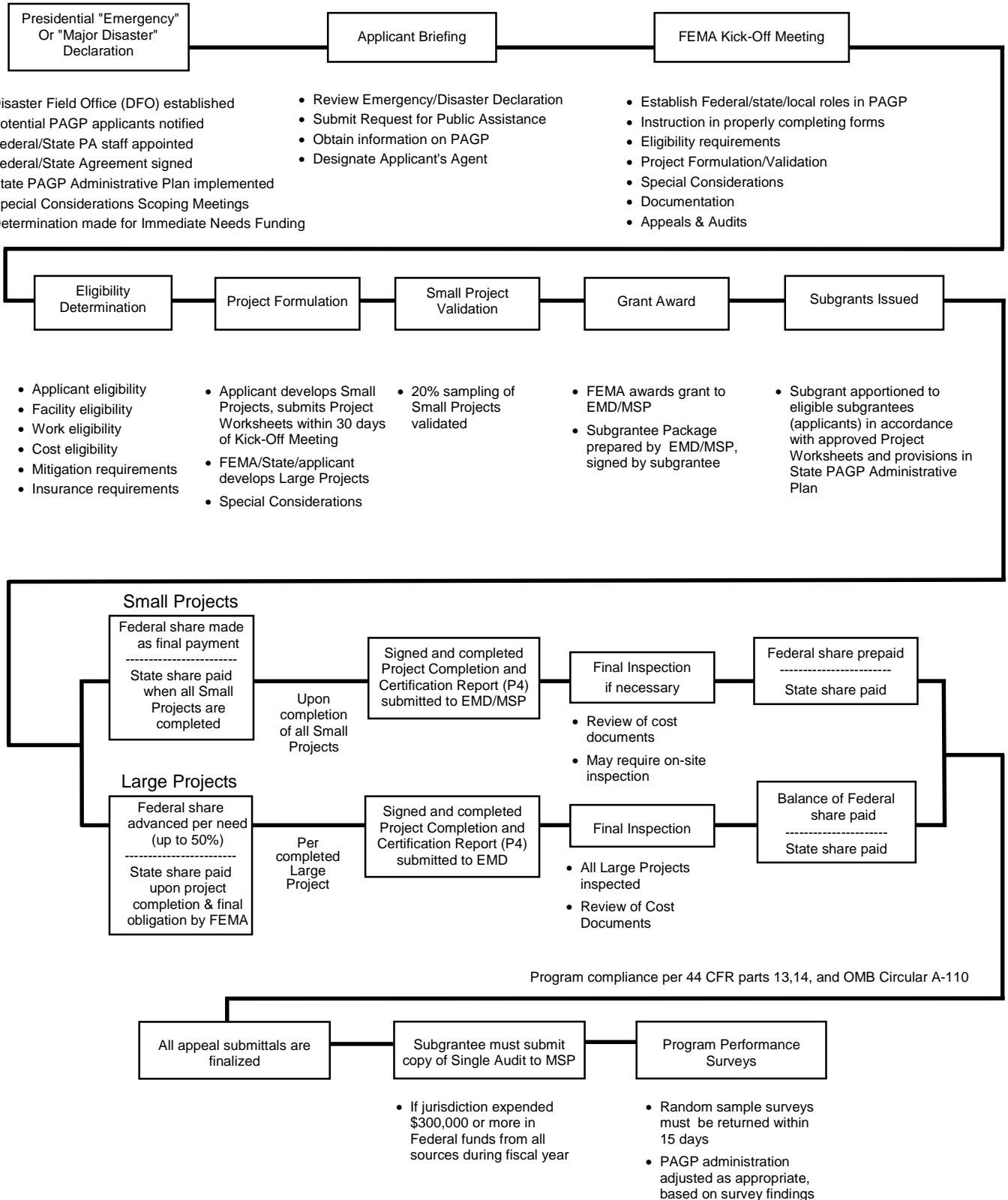
The remainder of the Federal share will be paid upon project completion.

2. **State Share of Large Projects.** The State share will be paid when the subgrantee submits P.4 certification that each Large Project is completed, and FEMA has authorized final payment.
3. **Advance of Funds on Large Projects.** Subgrantees may request an advance on an approved Project Worksheet by submitting a letter to the GAR outlining the need for the advance. The total advance for any one Project Worksheet may not exceed 75% of the Federal share. An advance request will be processed for payment once it has been approved by the State (EMD/MSP). Within 30 days of receiving notice from the EMD/MSP, the subgrantee will be required to refund any part of an advance that is not supported by cost documents and/or expended within the approved scope of the Project Worksheet.
4. **Immediate Needs Funding.** (INF) is normally a partial advance on emergency work items identified during the Preliminary Damage Assessment (PDA). Only those eligible applicants who were surveyed during the PDA are eligible to receive INF if requested by the State on behalf of the applicant. If a PDA has not taken place, the State (EMD/MSP) may identify eligible applicants to receive INF and request funding for these applicants on their behalf. INF is designed to assist the applicant in dealing with their urgent needs that will require the payment by the applicant within the first 30 to 60 days after the declaration. It is not intended for those items that involve Special Considerations or items of work that will require longer than 60 days to complete. These items will be funded in the normal manner as individual projects. INF is calculated using the following formula.

Emergency Work amount X 50% X 75% (or appropriate Federal cost share) = INF

* Adjusted every October 1st to reflect changes in the Consumer Price Index (CPI).
See the Cost Threshold Document in Section VII.

**FIGURE 2
PUBLIC ASSISTANCE GRANT PROCESS**



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III. PUBLIC ASSISTANCE ADMINISTRATION

- A. Documentation/Recordkeeping.** Subgrantees are required to maintain complete records of all work (i.e., receipts, checks, bills, job orders, contracts, equipment usage documentation, payroll information, and any other necessary documentation that would be required for an audit) funded under the PAGP for three years from the date the last project was completed or from the date final payment was received, whichever is later. During this three-year period, all approved Project Worksheets are subject to State and/or Federal audit and review. See sample PW forms in Section VII to assist in documentation and recordkeeping.
- B. Time Limitations.** The State will ensure that approved work is completed within the following time frames from the date a major disaster or emergency is declared:
- Emergency Work = 6 months
 - Permanent Work = 18 months
- C. Time Extensions.** A subgrantee may request a Time Extension on any approved Project Worksheet by submitting a written request to the State. (See sample form in Section VII) The Time Extension request must contain the following information:
- Identification of the project involved
 - A detailed description of the reason(s) for the delay
 - The amount of additional time necessary to complete the project

The GAR will review each request and approve only those that have validity. Criteria for judgment include:

- weather delays
- supply/material availability delays
- labor problems
- unforeseen construction accidents or delays
- required permit delays
- legal involvement

Time extension requests must be submitted as soon as the need for extension becomes apparent, but in no case less than 30 days before the original time limit expiration. Thirty days allows sufficient processing time to ensure that no project proceeds on expired time. Time extensions from the GAR are limited to:

- Emergency Work = 6 months
- Permanent Work = 30 months

Time extensions beyond these limits require FEMA approval and must be requested through the GAR. The GAR is not likely to recommend FEMA approval of extensions beyond these limits except in rare and unusual circumstances. The GAR will keep FEMA apprised of all time extensions granted by submitting a quarterly summary of projects extended. Projects that are not complete within the time limits, including any time extensions granted, will be considered expired. The State share will not be paid on expired projects. In addition, any Federal funds advanced or paid on projects that are expired must be repaid by the subgrantee.

- D. Improved Projects.** Subgrantees must submit requests for Improved Projects in writing to the GAR for approval. Generally, such requests will likely be approved as long as the original intent, design and function of the project is maintained. Federal and State shares are limited to the amounts approved on the Project Worksheet. Subgrantees must certify, in writing, the source of funding to be used to improve the project. Improved Project requests may be submitted on the Request for Improved Project form (see sample forms in Section VII), or a letter or memorandum containing the following information:
- the reason for requesting an Improved Project;
 - a description of the proposed work;
 - a schedule of work; and
 - information adequate to establish compliance with special requirements, including, but not limited to, 1) floodplain management; 2) environmental assessment; 3) hazard mitigation; 4) protection of wetlands; 5) endangered species; and 6) insurance.

Improved project requests must be submitted to FEMA prior to starting the improved portion of the proposed work. If the request is disapproved, the applicant will be notified in writing by the GAR why the request was denied and advised of the right to appeal the determination with the presentation of new information.

- E. Alternate Projects.** If a subgrantee determines that the public welfare would not best be served by restoring a damaged public facility or function of that facility, the subgrantee may request (in writing) that the GAR submit a request for FEMA approval of an Alternate Project. (Subgrantees should use the Alternate Project form (see sample forms in Section VII), or submit a letter or memorandum containing the information outlined below.) The Alternate Project option is only available on Permanent Restorative Work on Large Projects. The GAR and SPAO will review each request for eligibility and ensure the request contains the following information before forwarding it to FEMA with the appropriate recommendation:

- the reason for requesting an Alternate Project;
- a description of the proposed work;
- a schedule of work;
- a cost estimate; and
- information adequate to establish compliance with special requirements, including, but not limited to, 1) floodplain management; 2) environmental assessment; 3) hazard mitigation; 4) protection of wetlands; 5) endangered species; and 6) insurance.

Requests for alternate projects should be submitted to FEMA prior to starting the proposed work. If the request is approved by FEMA, funding for the Alternate Project will be reduced to 75% of the Federal share of the approved Project Worksheet estimate (75% of the 75% Federal share). State funding for Alternate Projects will equal 75% of the original 12 1/2% State share estimate. An exception to this rule follows: If the original facility site was located on unstable soils and the applicant is forced to select an alternate site for rebuilding, the project will be funded using 90% of the original cost formula. Funds for Alternate Projects may be used to repair or expand other public facilities, to construct new facilities, or to fund hazard mitigation measures. These funds may not be used to pay the non-Federal share of any project, including hazard mitigation projects.

Note: Any funds contributed for Alternate Projects but not used on those approved Alternate Projects must be returned to FEMA and/or EMD/MSP.

- F. Changes in Scope of Work.** Subgrantees wishing to change the scope of work on a project must notify the GAR in writing as soon as the need for the change in the scope of work is identified. The GAR will review and evaluate the request and may initiate a site inspection if appropriate. After completion of the evaluation, the GAR will notify FEMA of the request for a change in the scope of work, and provide a recommendation for approval or disapproval. The GAR will notify subgrantees, in writing, of FEMA's decision. If the change in scope is approved by FEMA, a revised Project Worksheet will be generated.

G. Cost Overruns.

1. **Small Projects.** The SPAO and GAR will verify all significant cost overrun appeals submitted by a subgrantee on small projects by conducting a review of all approved small project worksheets within the subgrantee's Project Application. Recommendations for additional funding will be based on the information obtained during the review, and will be forwarded in a report to FEMA for final determination. The cost share is determined from actual eligible project costs (whether an overrun or underrun) and will be adjusted at the time actual eligible costs for all Small and Large Projects are determined, for the grantee (State) and subgrantee.
2. **Large Projects.** Large Project cost overruns must be brought to the attention of the GAR as soon as the need for overrun is identified. Notification must be made in writing with complete justification, specifying the amount of the overrun.

The GAR will evaluate overrun requests and recommend to FEMA as follows:

- overruns less than 10% on the basis of written justification submitted
- overruns greater than 10% on the basis of written justification and site inspection

GAR recommendations will be made to FEMA in writing based on the following criteria:

- overruns caused by variations in unit price schedules
- overruns caused by changes in the scope of work
- overruns caused by delays in timely start or completion of work

- overruns that total less than \$1000 will be discouraged due to cost/benefit

H. Identification of New Damage. Subgrantees must notify the GAR in writing of new damage within 60 days of the date of the declaration. If the new damage will result in a Small Project, it will be necessary to develop a Project Worksheet and submit it to FEMA through the GAR. If the new damage will result in a Large Project, the subgrantee will be required to work with the FEMA Public Assistance Coordinator and the SPAO/GAR to develop a Project Worksheet and assure compliance with any Special Considerations. The GAR will forward any new Project Worksheets received to the FEMA Public Assistance Coordinator with a cover letter explaining the new damage. Upon approval of the project by FEMA, a revised Project Application Summary (P.2) and Project Completion and Certification Report (P.4) will be generated.

I. Hazard Mitigation. Hazard mitigation measures for specific projects (or types of projects) may be identified in the Preliminary Damage Assessment (PDA), or they may be identified on the Project Worksheet during Project Formulation as a recommended work element. Such measures may be eligible for Public Assistance funding as part of eligible restoration projects, as long as the measures are cost-effective and relate directly to the damaged facility. FEMA is responsible for determining whether or not hazard mitigation measures will be required and funded, based on input from EMD/MSP and subgrantees. See Section VII for the detailed FEMA policy 9526.1.

If a mitigation measure is required and determined to be eligible for Public Assistance funding, FEMA will allocate sufficient Federal funds to cover the Federal share (at least 75%) of the measure. The State share of the cost of this required mitigation will be 12 ½% of the cost of the measure, and the subgrantee's share will be 12 ½%.

Note: In addition, once the total FEMA disaster costs are known, up to 20% of that amount will be available from FEMA under the Hazard Mitigation Grant Program (HMGP) to implement additional hazard mitigation projects statewide. Grants are provided on a 75% Federal - 25% State/local basis. Subgrantees must apply for these mitigation funds separately. Refer to EMD Publication 905, Hazard Mitigation Grant Program Applicant Handbook, for information on this separate funding program.

J. FEMA Quarterly Report. All subgrantees must, on a quarterly basis, report to the SPAO on the status of all projects for which a final claim has not been made. This report should identify the status of each project and the work performed in the quarter. The SPAO will compile and report this information to FEMA on a quarterly basis as required.

K. Project Completion/Final Claims.

1. **Small Projects.** Subgrantees make final claims on Small Projects by submitting a signed Project Completion and Certification Report (P.4) identifying that all Small Projects within the jurisdiction have been completed. Certification of completion of work is the responsibility of the designated Applicant's Agent. Documentation must be maintained to support the cost claims on each project.
2. **Large Projects.** Upon completion of a Large Project, the subgrantee will be required to submit a signed Project Completion and Certification Report (P.4) to the State that lists all labor, equipment, materials and contract costs associated with making needed repairs. The State will conduct a review of the project documentation to verify the actual project cost. If a Large Project was 100% complete at the time the Project Worksheet was prepared, the eligible cost was based on actual cost information and the subgrantee is not claiming additional funding, further review by the State may not be necessary. Documentation must be maintained to support the cost claims on each project.
3. **Incomplete Projects.** If an approved project is not completed, the subgrantee will be required to return the Federal funding that was provided for that project.

L. Dispute/Conflict Resolution. In order to expedite funding and minimize applicant appeals, the following conflict resolution process as advocated by FEMA will be followed:

1. Subgrantees should notify the appropriate liaison within the EMD/MSP Public Assistance staff of the unresolved issue.
2. The EMD/MSP Public Assistance staff will work to resolve the issue with the FEMA Public Assistance Coordinator. If the issue remains unresolved, the SPAO will be notified.
3. The SPAO will work to resolve the issue with the FPAO. If the issue still remains unresolved, the SPAO will notify either the SCO or the GAR.
4. The SCO/GAR will work to resolve the issue with the FCO.
5. Only after these steps have been taken will a subgrantee be referred to the appeal process.
6. Note that a small project cost overrun does not make use of the conflict resolution process.

- M. Appeals.** Appeals may be made on any decision related to the PAGP, but only after the Conflict Resolution process (see item L. above) has been completely followed. Appeals will not result in hearings being held, but rather in administrative review of appeal documentation submitted. Subgrantees must appeal in writing to the GAR within 60 days of the action being appealed. The appeal must contain documented justification supporting the subgrantee's position.

Upon receipt of an appeal, the GAR will review the material submitted, perform additional investigations as deemed necessary, and then forward the appeal with a written recommendation to FEMA within 60 days. The FEMA Regional Director will notify the GAR, in writing, of the disposition of the appeal within 90 days following the receipt of all related information.

If the FEMA Regional Director denies the appeal, the subgrantee, through the GAR and FEMA Regional Director, may submit an appeal to the FEMA Associate Director within 60 days of the Regional Director's denial. The second appeal must include either new or expanded information to support the need for a second appeal and re-evaluation.

The Associate Director has 90 days to either make a determination on the appeal, or to request additional information. Once the information has been received, the Associate Director has 90 days to render a decision. The Associate Director's decision is final.

Summary of appeals timeframes:

- Any FEMA/State determination - 60 days from the date of written notice of the determination being appealed
- Small project cost overrun - 60 days from the date the last small project was completed
- Second/Final Appeal - 60 days from the date of written notice of the determination made on the first appeal

- N. Final Inspections.** A final inspection will be conducted on all Large Project Worksheets once the projects have been completed and the signed Project Completion and Certification Report (P.4) has been submitted. The exception is those situations in which the Project Worksheet was 100% complete at the time it was prepared. Based on the type of work involved, the EMD/MSP reviewer may be able to conduct the final inspection at the time the project is being reviewed. For projects of a technical nature, a qualified subject matter expert from the applicable State Agency to which the project pertains will conduct a final inspection. In most cases, a member of the EMD/MSP Public Assistance staff or an EMD/MSP District Coordinator will be assigned to make any on-site final inspections required. The final inspection will be completed as soon as practical following the receipt of the Project Completion and Certification Report (P.4) from the subgrantee.

Inspections will consist of: Review of bills and receipts to ensure total amounts claimed are eligible and accurate, review of force account documents, review of checks written by subgrantees to contractors, suppliers, work force, etc., where appropriate, on-site inspection of the work performed, review of mitigation measures as required, and review of proof of insurance as required.

O. Program Compliance.

1. **Uniform Administrative Requirements.** Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (44 CFR Part 13) and Office of Management and Budget (OMB) Circular A-110 will be followed, as appropriate. These rules apply to disaster assistance programs (except where the Stafford Act mandates something different), including the PAGP.
2. **Uniform Audit Requirements.** Subgrantees receiving PAGP funds must comply with audit requirements under the Single Audit Act Amendments of 1996 (OMB Circular A-133). Rules for implementing the Single Audit Act are found in 44 CFR Part 14. Under the Single Audit Act Amendments, subgrantees expending \$300,000 or more in total Federal financial assistance in a fiscal year (from all sources) must have an independent audit conducted in accordance with OMB A-133. A copy of the Single Audit must be submitted to the Michigan Department of State Police, Management Services Division. Failure to properly submit a Single Audit may result in appropriate actions being taken against the subgrantee, including notification of FEMA and the Michigan Department of Treasury.

- P. Program Performance Surveys.** The EMD/MSP routinely conducts Program Performance Surveys to determine how effectively and efficiently the PAGP was administered for a disaster. Response to these surveys is always strictly voluntary; however, subgrantee input is critically important in assisting EMD/MSP and FEMA in improving the future delivery of disaster assistance to local communities in Michigan.

1. **Timing and Scope of Survey.** At or near the time when the majority of projects have been completed and are ready to be closed out, the GAR and SPAO will conduct a survey of subgrantees to determine how effectively and efficiently the PAGP was administered for the disaster. See Section VII for a copy of the survey form. Subgrantees typically will have 15 days to respond to the survey.
2. **Survey Findings.** The GAR and SPAO will compile the survey results and, where appropriate, make changes in the State PAGP administration based on the comments and suggestions submitted by subgrantees. Any changes made in PAGP program administration will be communicated to local jurisdictions via the EMD/MSP Web Page and/or EMD/MSP Informational Letter. Future editions of this guidance document will also be revised as well to reflect the changes.

IV. OTHER PUBLIC ASSISTANCE PROGRAMS

In addition to the PAGP, several other Federal public assistance-related programs are also available to help stricken communities repair, restore, or replace damaged public facilities and help maintain essential community services. Following is a list of the major programs available and how application for these programs is made:

- A. **Emergency Relief from the Federal Highway Administration (FHWA).** Under Title 23 of the Federal Highway Regulations, emergency relief funds are available for the repair or reconstruction of disaster-damaged roads, streets and highways on the Federal-Aid System. This includes repair or reconstruction of seriously damaged highway elements within the right-of-way (i.e., shoulders, embankments, stream channels, bridges, culverts, etc.) which are necessary to restore the facility to pre-disaster condition, including all necessary clearance of debris and other deposits in drainage courses within the right-of-way. However, emergency relief funds cannot be used to fund heavy maintenance or routine emergency repair activities that are normally funded as contingency items in State and local road programs.

The Michigan Department of Transportation (MDOT) is the applicant for Federal emergency relief assistance under Title 23 for State highways and local roads and streets that are part of the Federal-Aid System. Although MDOT is the State Coordinating Agency for this assistance, final determination of work eligibility and applicability of emergency relief funds is made by the Federal Highway Administrator.

- B. **Corps of Engineers Flood Protection and Recovery Assistance.** The Corps of Engineers, U.S. Army, has continuing discretionary authority under P. L. 84-99, as amended, for 1) flood emergency preparation; 2) flood fighting and rescue operations; 3) emergency repair and restoration of flood control works threatened, damaged, or destroyed by floods; and 4) certain emergency work related to the repair or restoration of any completed Federally authorized flood or shore protection project threatened or damaged by abnormal wind, wave, or water action.

The Corps of Engineers emergency response authority also allows for emergency channel and bridge debris removal following a flood. However, the Corps is not authorized to participate in a general, widespread debris removal unless the material is certified as an imminent public health hazard.

All Corps work initiated under P. L. 84-99 provides only the minimum necessary actions to restore essential public services and preserve life and property. It is not intended to take the place of or eliminate the necessity of subsequent general clean-up, debris removal, and recovery work done through the PAGP. It should also not be confused with the Corps regular flood control projects, which are authorized under the Flood Control Act and other authorities.

The EMD/MSP is the lead State Coordinating Agency for all Corps emergency flood assistance. Two types of emergency flood assistance are available - Technical Assistance and Direct Assistance. Technical Assistance can be provided upon request of appropriate State or local governmental authorities. Requests for such assistance are considered routine and do not have to go through EMD/MSP (although the Corps notifies EMD/MSP when Technical Assistance is provided). When State and local governments have exhausted their resources and Direct Assistance is required, the Corps may, upon request, provide supplies and equipment to assist in flood fighting operations. Requests for Direct Assistance must be routed through EMD/MSP.

- C. **Department of Defense (DOD) Emergency Assistance.** During the immediate aftermath of an incident which may ultimately qualify for a Presidential emergency or disaster declaration (when threats to life and property are present which cannot be effectively dealt with by State and local government), Department of Defense (DOD) personnel and equipment may be utilized for debris removal and temporary restoration of essential public facilities

and services. Such emergency work is provided under Section 403 of the Stafford Act, and may only be carried out for a period not to exceed 10 days.

The Governor may request DOD emergency assistance (within 48 hours of the occurrence of the incident) through the FEMA Regional Director. This assistance is provided on a not less than 75% Federal - 25% State/local basis.

- D. Section 19, Act 390, P.A. 1976 Funding.** In the absence of Federal Public Assistance, State funding for Public Assistance type projects may be available under Section 19, Act 390, P. A. 1976, as amended, for eligible counties and municipalities severely affected by a disaster or emergency. Under Section 19, assistance grants of up to \$30,000, or 10% of the total annual operating budget of the jurisdiction for the preceding fiscal year (whichever is less) may be available for repairing and restoring public damage, reimbursing employees for disaster or emergency-related activities, or other appropriate response or mitigation activities.

To be eligible for this funding affected counties and municipalities must meet a number of requirements. See the Administrative Rules for Section 19 funding for more information. Application for Section 19 funding is made through EMD/MSP.

V. DEFINITIONS AND ACRONYMS

A. Definitions.

ALTERNATE PROJECT: Projects for which the subgrantee proposes that the public welfare would not best be served by restoring a damaged public facility or the function of that facility and for which the subgrantee requests to receive FEMA Regional Director approval to expend those funds in other approved public places, either related or not related to the disaster. Funding of alternate projects, with Regional Director approval, is at 75% of the Federal share.

APPLICANT: A State agency, local government, or eligible private non-profit organization, as identified in subpart H of 44 CFR 206, submitting an application to the Governor's Authorized Representative for assistance under the State's grant.

ASSISTANCE: Any form of Federal grant under Section 406 of the Act to replace, restore, repair, reconstruct, or construct a facility and/or its contents as the result of a major disaster.

BASE FLOOD: The flood having a one percent chance of being equaled or exceeded in any given year, commonly called the "100-Year Flood".

BUILDING: A walled and roofed structure, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation.

CASE MANAGEMENT FILE (CMF): An automated filing system of the Federal Emergency Management Agency (FEMA) that combines all applicant information collected throughout the Public Assistance process into one centralized customer file. Case Management Files are established by FEMA following a Preliminary Damage Assessment (PDA) or upon receipt of a Request for Public Assistance (RPA) form.

COST ESTIMATING FORMAT (CEF): A forward pricing model that estimates the total cost of a repair for Large Projects by using standard construction industry practices of estimating costs. The CEF also includes what are commonly referred to as "soft costs", such as design or construction contingencies, which are components of the formula that are applied to the base cost estimate.

COST THRESHOLD: The amount that determines whether a project is small or large. The threshold is updated at the beginning of each fiscal year and published in the Federal Register.

COUNTY OR LOCAL COORDINATOR: A person appointed pursuant to Act 390, P.A. 1976, as amended, to coordinate emergency management activities for a county or municipal emergency management program.

DAMAGE ASSESSMENT: The systematic process of determining and appraising the nature and extent of the loss, suffering, or harm to a community resulting from an emergency/disaster.

DEBRIS REMOVAL: Work that must be done immediately to clear away debris on public and/or improved private property in order to minimize the immediate threat to lives or public health and safety and/or to ensure the economic recovery of the area.

DISASTER FIELD OFFICE (DFO): The location established within the disaster area which functions as the joint FEMA-State center for all response and recovery activities.

DISTRICT COORDINATOR: The Michigan State Police Emergency Management Division employee serving at any of seven State Police district headquarters.

EDUCATIONAL INSTITUTION:

- a. Any elementary school as defined by Section 801(c) of the Elementary and Secondary Education Act of 1965;
- b. Any secondary school as defined by Section 801(h) of the Elementary and Secondary Education Act of 1965;
- c. Any institution of higher education as defined by Section 1201 of the Higher Education Act of 1965.

EMERGENCY: Any occasion or instance where, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

EMERGENCY MANAGEMENT DIVISION (EMD/MSP): The division within the Department of State Police that coordinates the comprehensive emergency management activities (mitigation, preparedness, response, and recovery) of State and local government and maintains the Michigan Emergency Management Plan. The Emergency Management Division is the primary coordinating State agency for the Public Assistance Grant Program.

EMERGENCY WORK: Work that must be done immediately to save lives and protect improved property and public health and safety, or to avert or lessen the threat of a major disaster.

EXECUTIVE ORDERS 11988 AND 11990: The requirements to avoid direct or indirect support of floodplain development and to minimize harm to floodplains and wetlands. Federal decision-makers are obligated to comply with these orders, accomplished through an eight-step decision-making process.

EXECUTIVE ORDER 12699: Requires that new construction of Federal buildings must comply with appropriate seismic design and construction standards.

EXECUTIVE ORDER 12898: Requires Federal agencies to make environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations in the United States.

FACILITY: Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

FEDERAL AGENCY: Any department, independent establishment, government corporation, or other agency of the executive branch of the Federal government including the U.S. Postal Service. Does not include the American Red Cross.

FEDERAL COORDINATING OFFICER (FCO): The person appointed by the President to manage all Federal response to a major disaster or emergency.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA): The Federal agency that coordinates emergency planning, preparedness, mitigation, response, and recovery within the Federal government. FEMA has been delegated primary responsibility for administering the President's Disaster Relief Program, which includes the Public Assistance Grant Program.

FEDERAL PUBLIC ASSISTANCE OFFICER (FPAO): The FEMA employee appointed by the Federal Coordinating Officer to manage the Public Assistance Grant Program on behalf of the Federal government.

FEMA-STATE AGREEMENT: The document that states the understandings, commitments, and conditions for assistance under which FEMA disaster assistance shall be provided. This agreement imposes binding obligations on FEMA, the State, and local governments in the form of conditions for assistance which are legally enforceable.

FLOODPLAIN: The lowland and relatively flat areas adjoining inland or coastal waters including, at a minimum, that area subject to a one percent or greater chance of flooding in any given year.

FORCE ACCOUNT: An applicant's own labor forces and equipment.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR): The individual designated by the Governor who serves as the grant administrator for all funds provided under the Public Assistance Grant Program.

GRANT: An award of financial assistance. The grant award shall be based on the total eligible Federal share of all approved projects.

GRANTEE: The government to which a grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. For the purposes of this plan, the grantee is the State of Michigan except as noted in Section 206.202 of 44 CFR 206.

HAZARD MITIGATION: For the purposes of the Public Assistance Grant Program, any cost-effective action taken which will reduce the potential for damage to a facility from a disaster event.

IMMEDIATE NEEDS FUNDING (INF): An advance of grant funds to assist applicants in paying for immediate needs that may require payment in the first 30 to 60 days after a disaster. The amount available is based on 50% of the Federal share of the cost of emergency work identified in the Preliminary Damage Assessment (PDA).

IMMEDIATE THREAT: The threat of additional damage or destruction from an event, which can reasonably be expected to occur within one year.

IMPROVED PROJECTS: Those projects for which the subgrantee requests to expend more funds and thereby improve or enhance the pre-disaster design. Approval is required of the GAR, and no additional funding beyond the original Project Worksheet (PW) estimate may be available to the subgrantee for this purpose.

IMPROVED PROPERTY: A structure, facility, or item of equipment, which was built, constructed, or manufactured. Land used for agricultural purposes is not improved property.

LOCAL EMERGENCY MANAGEMENT COORDINATOR: The person appointed pursuant to Act 390, P.A. 1976, as amended, to coordinate emergency management activities for a county or municipal emergency management program.

LOCAL GOVERNMENT:

- a. Any county, city, village, town, district, regional authority, public college or university, or other political subdivision of any State, any Indian Tribe or authorized tribal organization, or Alaskan native village or organization; and
- b. Any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by a State or political subdivision.

MAJOR DISASTER: Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or regardless of cause, any flood, fire, or explosion, in any part of the United States which in the determination of the President cause damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MICHIGAN EMERGENCY MANAGEMENT PLAN (MEMP): The plan developed and continuously maintained by the Director of the Department of State Police, or his authorized representative, pursuant to Act 390, P.A. 1976, as amended, for the purpose of coordinating the emergency management activities of mitigation, preparedness, response, and recovery within the State.

MICHIGAN HAZARD MITIGATION PLAN (MHMP): The plan developed and continuously maintained by the Emergency Management Division, Department of State Police and the Michigan Hazard Mitigation Coordinating Council, which describes and coordinates the hazard mitigation activities of State agencies designed to lessen or eliminate the effects on Michigan citizens and communities of disasters and emergency situations.

NATIONAL EMERGENCY MANAGEMENT INFORMATION SYSTEM (NEMIS): A computer-based data management and communications network that links FEMA and States. The network provides necessary databases, e-mail, and software applications to enable on-line case management and request processing. It also serves to simplify program management responsibilities.

NATIONAL ENVIRONMENTAL PROTECTION ACT (NEPA): Federal policy established for the protection and maintenance of the environment that requires every Federal agency to follow a specific planning process to ensure that agency decision-makers and local governments have considered, and the general public is fully informed about, the environmental consequences of a Federal action. Any required NEPA review must be completed before FEMA may fund a project.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP): The program established in 1968 under the National Flood Insurance Act to provide property owners in floodplains with Federally subsidized flood insurance in those communities that implement ordinances to reduce future flood losses.

NATIONAL HISTORIC PRESERVATION ACT (NHPA): Federal policy requiring Federal agencies to take into account the effects of its projects on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register of Historic Places. The Advisory Council on Historic Preservation is afforded the opportunity to comment on the effects of the project.

PERMANENT WORK: Restorative work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design and current applicable codes, specifications, and standards.

PRE-DISASTER DESIGN: The size or capacity of a facility as originally designed and constructed or subsequently modified by changes or additions to the original design. It does not mean the capacity at which the facility was being used at the time a major disaster occurred if different from the designed capacity.

PRELIMINARY DAMAGE ASSESSMENT (PDA): An assessment done to determine the severity and magnitude of the disaster and also to identify capabilities and resources of State, local, and other Federal agencies.

PRIVATE NONPROFIT FACILITY: Any private nonprofit educational, utility, emergency, medical, or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations. Further definition is as follows:

- a. **Educational Facility:** Classrooms plus related supplies, equipment, machinery, and utilities of an educational institution necessary or appropriate for instructional, administrative, and support purposes, but does not include buildings, structures, and related items used primarily for religious purposes or instruction.
- b. **Utility:** Buildings, structures, or systems of energy, communication, water supply, sewage collection and treatment, or other similar public service facilities.
- c. **Fire and Emergency Facility:** Those buildings, structures, equipment, or systems used to provide emergency services, such as fire protection, ambulance, or rescue, to the general public, including the administrative and support facilities essential to the operations of such emergency facilities even if not contiguous.
- d. **Medical Facility:** Any hospital, outpatient facility, rehabilitation facility, or facility for long term care as such terms are defined in Section 645 of the Public Health Service Act (42 U.S.C. 2910) and any similar facility offering diagnosis or treatment of mental or physical injury or disease, including the administrative and support facilities essential to the operation of such medical facilities even if not contiguous.
- e. **Custodial Care Facility:** Those buildings, structures, or systems, including those for essential administration and support, which are used to provide institutional care for persons who require close supervision and some physical constraints on daily activities for their self-protection, but do not require day-to-day medical care.
- f. **Irrigation Facility:** Those facilities or structures that control waters with the goal of providing for 1) fire suppression, 2) generating and supplying electricity, and 3) drinking water supplies to the general public. Such facilities must be in active use. Facilities serving an agricultural purpose are not eligible under this program. If the facility supplies water to alternate sources or for alternate purposes, in addition to the general public's essential needs, the waters supplied may be prorated proportionately to determine the percentage of the facilities eligible assistance. These determinations will be made by FEMA.
- g. **Other Essential Governmental Services Facilities:** Facilities such as museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and facilities that provide health and safety services of a governmental nature. All facilities must be open to the general public.

PRIVATE NONPROFIT ORGANIZATION: Any non-governmental agency or entity that currently has:

- a. An effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under Section 510(c), (d), or (e) of the Internal Revenue Code of 1954, or
- b. Satisfactory evidence from the State that the non-revenue producing organization or entity is a nonprofit one organized or doing business under State law.

PROJECT: A logical grouping of work required as a result of the declared major emergency or disaster described on a single project worksheet

PROJECT CERTIFICATION AND COMPLETION REPORT (a.k.a. P.4 PROJECT LISTING) Certification by the applicants' authorized representative that all projects are completed and paid in full.

PROJECT FORMULATION: The process of: 1) developing a scope of work and cost estimates for damaged sites; 2) combining associated work into projects like emergency work, permanent work, work completed, and work to be done; 3) sorting projects into Small Projects, Small Projects with Special Considerations, and Large Projects; and 4) preparing Project Worksheets for funding of Small and Large Projects. This process involves FEMA, the State, and the applicant.

PROJECT WORKSHEET (PW): FEMA Form 90-91, a multi-page form used to record the eligible work and prepare a quantitative estimate of the cost of repairing or replacing a damaged site.

PUBLIC ASSISTANCE: Federal financial assistance provided through the Public Assistance Grant Program (PAGP) to State and local governments or to eligible private nonprofit organizations for disaster-related requirements.

PUBLIC ENTITY: An organization formed for a public purpose whose direction and funding are provided by one or more political subdivisions of the State.

PUBLIC FACILITY: The following facilities owned by a State or local government:

- a. Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility.
- b. Any non-Federal aid street, road, or highway.
- c. Any other public building, structure, or system, including those used for educational, recreational, or purposes.
- d. Any park.

REQUEST FOR PUBLIC ASSISTANCE (RPA): FEMA Form 90-49, a one page form that a potential applicant submits to formally request consideration for Public Assistance. Submittal of the RPA form is the initial step in obtaining Public Assistance. The RPA must be submitted within 30 days of designation of the county.

SECTION 406: The section of the Stafford Act that authorizes the Public Assistance Grant Program.

SF 424: Standard Form 424, Application for Federal Assistance, which is part of the Public Assistance application.

SPECIAL CONSIDERATIONS: Issues that must be considered before Federal grant money can be obligated to repair or restore damaged facilities. Special Considerations include, but are not limited to: 1) flood and general insurance; 2) hazard mitigation; 3) historic preservation, and 4) environmental reviews.

SPECIAL FLOOD HAZARD AREA: An area having special flood, mudslide, and/or flood-related erosion hazards, as shown on the hazard identification maps published by the NFIP. "Special Flood Hazard Area" is synonymous with "special hazard area" as defined in subchapter B - Insurance and Mitigation.

STAFFORD ACT: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, P.L. 93-288.

STANDARD FLOOD INSURANCE POLICY: The flood insurance policy issued by the Federal Insurance Administrator, or an insurer pursuant to an arrangement with the Administrator and in accordance with Federal statutes and regulations, known as a "Write Your Own" company.

STANDARDS: Codes, specifications, or standards for the construction of facilities to include legal requirements for additional features.

STATE COORDINATING OFFICER (SCO): The person appointed by the Governor to manage all aspects of a disaster, in cooperation with the Federal Coordinating Officer (FCO). The Division Commander or Assistant Division Commander of the Emergency Management Division, Department of State Police, is normally appointed to this position.

STATE HAZARD MITIGATION OFFICER (SHMO): The person appointed by the State Coordinating Officer to represent State government on the Hazard Mitigation Survey Team and/or Interagency Hazard Mitigation Team, and who is the primary point of contact with FEMA, other Federal agencies, and local units of government in the planning and implementation of post-disaster mitigation activities (including management of the Hazard Mitigation Grant Program and Flood Mitigation Assistance Program).

STATE PUBLIC ASSISTANCE OFFICER (SPO): The person appointed by the State Coordinating Officer to manage the Public Assistance Grant Program on behalf of the State.

STATUTORY ADMINISTRATIVE COSTS: Under the Stafford Act, administrative costs for the preparation of applications, progress reports, audits, etc., are reimbursable based on a percentage of financial assistance received.

SUBGRANT: An award of financial assistance under a grant by a grantee to an eligible subgrantee.

SUBGRANTEE: The government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

SUBPARTS G, H, AND I, PUBLIC ASSISTANCE ADMINISTRATION, ELIGIBILITY, AND INSURANCE REQUIREMENTS: 44 CFR Part 206 Subparts G, H, and I, prescribe the actions and procedures for implementing the Public Assistance Grant Program.

VALIDATION OF SMALL PROJECTS (also called SMALL PROJECT VALIDATION): The process used to review, verify and certify the Small Project cost and work estimates developed by applicants in the Project Formulation phase. A validation of 20% of all Small Projects is conducted to confirm the accuracy and appropriateness of scopes of work, eligibility and cost guidelines. The Small Project Validation also helps ensure that any Special Considerations have been appropriately identified. A team of FEMA, State and local personnel participates in the Small Project Validation.

WETLANDS: Those areas which are inundated or saturated by surface or ground water with a frequency sufficient to support, or that under normal hydrologic conditions does or would support, a prevalence of vegetation or aquatic life typically adapted for life in saturated or seasonally saturated soil conditions.

B. Acronyms.

CEF	Cost Estimating Format
CFR	Code of Federal Regulations
CMF	Case Management File
DFO	Disaster Field Office
DOD	U.S. Department of Defense
EMC	Emergency Management Coordinator
EMD/MSP	Emergency Management Division / Michigan Department of State Police
EO	Executive Order
FAS	Federal Aid System
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FPAO	Federal Public Assistance Officer
GAR	Governor's Authorized Representative
HMGP	Hazard Mitigation Grant Program
INF	Immediate Needs Funding
MDOT	Michigan Department of Transportation
MEMP	Michigan Emergency Management Plan
MHMP	Michigan Hazard Mitigation Plan
NEMIS	National Emergency Management Information System
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NFIP	National Flood Insurance Program
NRCS	Natural Resources Conservation Service
PA	Public Act
PL	Public Law
PAGP	Public Assistance Grant Program
PDA	Preliminary Damage Assessment
PNP	Private Non-Profit (Organization or Facility)
PW	Project Worksheet
RPA	Request for Public Assistance
SCO	State Coordinating Officer
SHMO	State Hazard Mitigation Officer
SPAO	State Public Assistance Officer
USACE	U.S. Army Corp of Engineers

CRITICAL HIGHLIGHTS, DEADLINES, & TIMELINES

1. RPA's must be filed **within 30 days** of the declaration date.
2. PWs must be submitted **within 30 days** of the Kick-Off Meeting if an applicant is working independent of FEMA/State technical assistance.
3. If FEMA/State technical assistance is required, PWs must be submitted **within 60 days** of the Kick-Off Meeting.
4. Time Limitations. The State will ensure that approved work is completed within the following time frames from the date a major disaster or emergency is declared:
 - Emergency Work = 6 months
 - Permanent Work = 18 monthsTime extension requests must be submitted by an applicant as soon as the need for extension becomes apparent, but **in no case less than 30 days** before the original time limit expiration. Thirty days allows sufficient processing time to ensure that no project proceeds on expired time.
5. Improved project requests must be submitted to FEMA **prior** to starting improved portion of proposed work.
6. Subgrantees wishing to change the scope of work on a project must notify the GAR in writing **as soon as the need for the change** in the scope of work is identified.
7. For any **new damage** the subgrantee wants to claim. The subgrantee must notify the GAR in writing **within 60 days of the date of the declaration of the disaster**.
8. All subgrantees **must, on a quarterly basis**, report to the SPAO on the status of all projects for which a final claim has not been made.
9. Summary of appeals timeframes:
 - Any FEMA/State determination - **60 days** from the date of written notice of the determination being appealed
 - Small project overrun - **60 days** from date the last small project was completed-**VERY IMPORTANT**
 - Second/Final Appeal - **60 days** from the date of written notice of the determination made on the first appeal
10. An applicant's chief (elected) official is **required to designate an agent** to serve as the applicant's point of contact for all matters pertaining to its application for Federal assistance. If no agent is appointed, the chief (elected) official of the eligible jurisdiction/organization is automatically designated as the Applicant's Agent.
11. Large Project cost overruns must be brought to the attention of the GAR **as soon as the need for overrun is identified**. Notification must be made in writing with complete justification, specifying the amount of the overrun.
12. If an approved project is not completed, the subgrantee **will be required to return** the Federal funding that was provided for that project.
13. Subgrantees will be required to maintain complete records of all work (i.e., receipts, checks, bills, job orders, contracts, equipment usage documentation, payroll information, and any other necessary documentation that would be required for an audit) funded under the PAGP **for three years from the date the last project was completed or from the date final payment was received, whichever is later**. During this three-year period, all approved Project Worksheets are subject to State and/or Federal audit and review.

APPENDIX

VII. ATTACHMENTS

A.	Cost Threshold Amount.	Attachment A
B.	Hazard Mitigation Funding Under Section 406.	Attachment B
C.	Hazard Mitigation Funding Under Section 406 (Appendix).	Attachment C
D.	Designation of Applicant's Agent.	Attachment D
E.	Request for Public Assistance.	Attachment E
F.	Project Worksheet.	Attachment F
G.	PW Contract Work Summary Record.	Attachment G
H.	PW Force Account Equipment Summary Record.	Attachment H
I.	PW Force Account Labor Summary Record.	Attachment I
J.	PW Fringe Benefit Rate Calculation Worksheet.	Attachment J
K.	PW Materials Summary Record.	Attachment K
L.	PW Rented Equipment Summary Record.	Attachment L
M.	Improved Project Request.	Attachment M
N.	Alternate Project Request.	Attachment N
O.	Time Extension Request.	Attachment O
P.	PAGP Customer Survey Form.	Attachment P

INTERNET RESOURCES

Interactive Forms for the PA Program

<http://www.fema.gov/r-n-r/pa/appfrm1.htm>

- **Attachments E through L available**

FEMA Public Assistance Program

<http://www.fema.gov./r-n-r/pa/>

FEMA Schedule of Equipment Rates

http://www.fema.gov/r-n-r/pa/fin_eq_rates.htm

MSP/EMD Homepage

<http://www.mspeemd.org>

COST THRESHOLD AMOUNT

Notice of Adjustment of Disaster Grant Amounts

Billing Code 6718-02-P

FEDERAL EMERGENCY MANAGEMENT AGENCY

Notice of Adjustment of Disaster Grant Amounts

AGENCY: Federal Emergency Management Agency (FEMA).

ACTION: Notice.

SUMMARY: FEMA gives notice that we are increasing the maximum amounts for Individual and Family Grants and Small Project Grants to State and local governments and private nonprofit facilities for disasters declared on or after October 1, 2001.

EFFECTIVE DATE: October 1, 2001.

FOR FURTHER INFORMATION CONTACT: Madge Dale, Readiness, Response and Recovery Directorate, Federal Emergency Management Agency, Washington, DC 20472, (202) 646-2705.

SUPPLEMENTARY INFORMATION: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5204c (the Stafford Act) prescribes that we (FEMA) must adjust annually grants made under section 411, Individual and Family Grant Program, and Small Project Grants made under section 422, Simplified Procedure, relating to the Public Assistance program, to reflect changes in the Consumer Price Index for All Urban Consumers published by the Department of Labor.

We give notice that we are increasing the maximum amount of any grant made to an individual or family for disaster-related serious needs and necessary expenses under section 411 of the Act, with respect to any single disaster, to \$14,800 for all disasters declared on or after October 1, 2001.

We also give notice that we are increasing the amount of any Small Project Grant made to the State, local government, or to the owner or operator of an eligible private nonprofit facility, under Sec. 422 of the Act, to \$52,000 for all disasters declared on or after October 1, 2001.

We base the adjustments on an increase in the Consumer Price Index for All Urban Consumers of 2.7 percent for the 12-month period ended in August 2001. The Bureau of Labor Statistics of the U.S. Department of Labor released the information on September 18, 2001.

(Catalog of Federal Domestic Assistance No. 83.516,
Disaster Assistance.)

/s/

Joe M. Allbaugh,
Director.

Updated: September 28, 2001

9526.1 Hazard Mitigation Funding Under Section 406

1. **Date Signed:** August 13, 1998
2. **RR Policy Number:** 9526.1
3. **Subject:** Hazard Mitigation Funding Under Section 406 (Stafford Act)
4. **Purpose:** Provide guidance on the appropriate use of Section 406 hazard mitigation discretionary funding. This will ensure national consistency in the use of Section 406 mitigation funds; and promote measures that reduce future loss to life and property, protect the federal investment in public infrastructure, and, ultimately, help build disaster resistant communities.
5. **Scope and Audience:** This policy applies to all disasters declared after publication of this document. It is intended to guide all FEMA personnel responsible for the administration of the FEMA public assistance grant program.
6. **Background:**
 - a. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, provides FEMA the authority to fund the restoration of eligible facilities which have sustained damage due to a Presidentially declared disaster. Within the enabling act, Section 406 also contains a provision for the consideration of funding additional measures, not required by applicable codes and standards (further described in 44 CFR 206.226) that will enhance a facility's ability to resist similar damage in future events.

In providing discretionary authority for the addition of hazard mitigation measures to permanent work restoration, Congress recognized that, during the repair of damaged components of facilities, there would be a unique opportunities to prevent recurrence of similar damage from future, similar disaster events. Such measures are in addition to any measures undertaken to comply with applicable codes and standards, although such compliance, itself, could be considered a form of mitigation.
 - b. Section 406 hazard mitigation funding and Section 404 hazard mitigation funding are distinct. Proposals for measures intended to benefit undamaged facilities, and measures not directly related to the damaged elements for which restoration work on a facility is performed are candidates for funding under Section 404. Section 406 funding is more appropriately viewed as stemming from, and related directly to, the repair work required as a result of the disaster. If a combination of Section 404 and Section 406 funding is intended, the Section 404 application should be submitted in a timely manner.
 - c. Section 406 hazard mitigation funding under the Stafford Act is a discretionary spending program. While the law provides that the President may authorize funds for eligible projects, it does not require funding. FEMA, Grantee and Subgrantee interests in disaster resistance must be balanced with the supplemental nature of disaster assistance and FEMA's obligation for the prudent stewardship of Federal disaster funds.
 - d. Only FEMA is authorized to interpret and implement the Stafford Act and regulations issued pursuant to the Stafford Act. Accordingly, only FEMA has the authority to determine which repairs (code/standard-mandated or otherwise) it will fund pursuant to the Stafford Act. The Stafford Act and applicable regulations cannot be read or interpreted as authorizing State or local building officials or agencies to determine the amount of Federal disaster assistance funds FEMA will contribute to a project.
7. **Policy:**
 - a. Section 406 provides discretionary authority to fund mitigation measures in conjunction with the repair of damaged facilities. The mitigation measures must be related to eligible disaster-related damages and must directly reduce the potential of future, similar disaster damages to the eligible facility. These opportunities usually present themselves during the repair/replacement efforts.
 - b. While all parties must remain mindful of relative costs and benefits and prudent use of Federal disaster funds, a calculation of benefits and costs, using the FEMA approved computer model, no longer is necessary for justification of Section 406 funds.
 - c. Mitigation measures must be determined to be cost-effective. Any one of the following means may be used to determine cost-effectiveness:
 1. Measures may amount to up to 15% of the total eligible cost of the eligible repair work on a particular project.
 2. Certain mitigation measures (see Section VII) will be determined to be cost-effective, as long as the mitigation measure does not exceed the eligible cost of the repair work on the project.

9526.1 Hazard Mitigation Funding Under Section 406

3. For measures that exceed the above costs, the Grantee or Subgrantee must demonstrate through an acceptable benefit/cost analysis that the measure is cost-effective.
 - d. Proposed projects must be approved by FEMA prior to funding. They will be evaluated for cost effectiveness, technical feasibility, and compliance with statutory, regulatory and executive order requirements. In addition, the evaluation must ensure that the mitigation measures do not negatively impact a facility's operation or risk from another hazard.
 - e. Costs of meeting applicable codes/standards in accordance with 44 CFR 206.226 is distinct from mitigation funding.
 - f. There may be no duplication in funding between Sections 404 and 406. Therefore, the Grantee and Subgrantee must be able to identify specific hazard mitigation work that will be accomplished with funding through Section 406. Section 404 funding may not duplicate that work, although Section 404 may be additive and accomplished on Section 406 facilities. The appropriate split on a project between funds under Sections 404 and 406 is a FEMA decision.
 - g. Costs approved for project-specific mitigation measures under Section 406 of the Stafford Act may not be applied to improved projects which will involve the replacement of the disaster-damaged facility, whether on the same site or an alternate site. However, funds recommended for mitigation measures may be approved for an improved project which will include the work required to repair the disaster-damaged facility and restore its function, as well as improvements.
 - h. The cost caps (15% or 100%) for Section 406 hazard mitigation measures related to windows will be based on the total cost of damage to: 1) the damaged element, and 2) the affected building contents.
8. **Supersession:**
- a. Paragraph 3.a) of October 14, 1994 Memorandum on "Benefit-cost Analysis in Support of Potential Hazard Mitigation Projects" directed to Regional Directors and Federal Coordinating Officers from Craig Wingo (RR) and Robert Shea (HM). The memorandum was published in Chapter 4511.600 of Public Assistance Policy and Guidance Compendium.
 - b. References to Section 406 funding of March 1995 Memorandum on "Benefit-cost Analyses in Support of Potential Hazard Mitigation Projects" directed to Regional Directors and Federal Coordinating Officers from Craig Wingo (RR) and Robert Shea (HM). The memorandum was published in Chapter 4511.600 of Public Assistance Policy and Guidance Compendium.
 - c. April 26, 1995 memorandum from Craig Wingo (RR) to William Tidball (FCO, DR-1008) on Section 406 Discretionary Hazard Mitigation Funding. Published in PA Compendium Chapter 4511.600
9. **Authorities and References:**
- a. Section 406 (e) of the Robert T. Stafford Act, as amended: "(1) General Rule. For purposes of this section, the cost of repairing, restoring, reconstructing, or replacing a public facility or private, nonprofit facility on the basis of the design of such facility as it existed immediately prior to the major disaster and in conformity with current applicable codes, specification, and standards (including floodplain management and hazard mitigation criteria required by the President or by the Coastal Barrier Resources Act (16 U.S.C. 3501 et seq.)) shall, at a minimum be treated as the net eligible cost of such repair, restoration, reconstruction, or replacement."
 - b. Reference: March 24, 1995 memorandum entitled "ENVIRONMENTAL POLICY MEMO #3 Policy for Projects Completed Without Environmental Review Required by the National Environmental Policy Act (NEPA).
10. **Originating Office:** RR-IS
11. **Review Date:** Two years after publication
12. **Signature:**
-
- Lacy E. Suiter
Executive Associate Director
Response and Recovery Directorate
13. **Distribution:** Regional Directors, Regional and Headquarters RR Division Directors

Updated: October 27, 1998

9526.1 Hazard Mitigation Funding Under Section 406 (Appendix 4/29/98)

The following potential mitigation measures (reference: See Paragraph 7.c. of the policy) are determined to be cost-effective if they:

- do not exceed 100% of project cost,
- are appropriate to the disaster damage,
- will prevent future similar damage,
- are directly related to the eligible damaged elements,
- do not increase risks or cause adverse effects to the property or elsewhere,
- meet standards of good professional judgment, and
- otherwise meet requirements stipulated in the policy on Hazard Mitigation Funding Under Section 406 (Stafford Act), RR Policy Number: 9526.1

This list will continue to be evaluated and will evolve over time as new information becomes available.

1. Infrastructure Systems:

A. Drainage/crossings and bridges

1. Drainage structures - When drainage structures are destroyed, replacing the structure with multiple structures or a larger structure. However, structures need to be considered with regard to a total drainage system and should not be replaced without a watershed hydrology study.
2. Low span bridges - Demolish/replace damaged low span bridges or other crossings that act to collect debris, increase flooding, and/or can be severely damaged.
3. Low-water crossings - Where traffic counts are low, replacing bridges with carefully placed low-water crossings.
4. Debris traps - Installing traps upstream of a culvert to prevent culverts from becoming clogged by vegetation.
5. Gabion baskets, riprap, sheetpiling, and geotextile fabric installation - Installation to control erosion.
6. Headwalls and wing walls - Installation to control erosion.
7. Restraining cables on bridges - Installation of cables to restrain a bridge from being washed off piers or abutments.

B. Sanitary and storm sewer systems

1. Access covers - When feasible, access covers can be elevated to the hydraulic grade line. There are a number of devices that prevent infiltration into access holes.
2. Sewer lines -
 - a. Repair, lining or encasement of damaged sections to prevent infiltration or structural collapse.
 - b. Relocating sections of damaged sewer lines to avoid damage from slip-out on roads or to avoid damage to lines crossing a stream or drainage area.
3. Pump stations -
 - a. Equipment or controls in a pump station that are subject to damage from the 100-year flood can be elevated. Pump station buildings can be dry floodproofed.
 - b. Installation of camlocks, transfer switches, and electrical panels to ease the hook-up of portable emergency generators.

C. Wastewater treatment plants

1. Elevation of equipment and controls that can be elevated easily.
2. Dry or wet floodproofing of buildings.

D. Potable water

1. Well systems -
 - a. Reduction of infiltration and subsequent contamination of the aquifer. Methods include casing the well or raising the elevation of the well head.
 - b. Elevation of controls, mechanical equipment, or electrical service associated with use of the well to protect them from flood damage.
2. Raw water intakes - Strengthening to prevent damage from erosion, scour and flood debris.
3. Water treatment plants -
 - a. Elevation of equipment and controls that can be elevated easily.
 - b. Dry floodproofing.

E. Electric power distribution

1. Pad-mounted transformers - elevating above the base flood elevation, or lowering them or burying them in non-flood, high-wind areas.

9526.1 Hazard Mitigation Funding Under Section 406 (Appendix 4/29/98)

2. Using multiple poles to support transformers.
 3. Burying lines.
 4. Anchoring or otherwise protecting fuel tanks from movement in a disaster.
 5. Replacing damaged poles with higher-class pole, or with a different material pole such as replacing wood poles with spun concrete.
 6. Adding guy wire or other additional support to power lines.
 7. Removing large diameter communication lines from power poles.
 8. Providing looped distribution service or other redundancies in the electrical service to critical facilities.
- F. **Above ground storage tanks** - Strengthening or stiffening base connections.
- G. **Underground pipelines** - Installation of shut-off valves (based on accepted practice) so that damaged sections of pipeline can be isolated.
2. **Buildings - General**
- A. **General effects of flood damage** -
1. Buildings substantially damaged under NFIP regulations - Repair, dry floodproofing, or elevation so they are protected to meet minimum NFIP regulations. If the building is replaced, rather than repaired, no Section 406 hazard mitigation funding is appropriate.
 2. Buildings not substantially damaged under NFIP regulations - If technically feasible, dry floodproofing. Electrical panels, machinery rooms, emergency generators can be elevated above the BFE or dry floodproofed. If dry floodproofing is not feasible, these buildings should be wet floodproofed.
- B. **Roofs** - Because the failure of a roof covering can lead to extensive damage to contents and operation, damaged roofing should never be replaced with the same material unless the cause of failure has been identified and corrected.
1. Low slope roofs - Replacement of the entire roof with a roof covering with a secondary membrane and a fully adhered roof covering that is not subject to progressive failure, such as a modified bitumen. Mechanically fastened insulation or membranes are not acceptable.
 2. Curbing and flashing - Single membrane and built up roofs can be susceptible to progressive failure from flashing and curbing failure. These items should be inspected and repaired or replaced. National Roofing Contractors can provide technical advice.
 3. Ballasted roof systems - Roof systems with gravel or other small ballast should be replaced with ballast of sufficient weight so it does not become airborne causing increased damages.
 4. Roof-mounted equipment should be attached to a foundation that will resist expected wind forces.
 5. Hurricane clips - Hurricane clips may be recommended for use in high-wind areas.
- C. **Shutters** - In areas subject to hurricane winds, shutters are appropriate in the following areas:
1. All windows on critical facilities such as hospitals.
 2. The lower floors of buildings with windows most likely to be struck by debris.
 3. Windows of buildings with very high value contents that can be damaged by water (such as libraries and document centers).
 4. Windows of buildings subject to debris from nearby ballasted roofs, metal buildings, manufactured homes or other structures likely to fail and result in debris.
- D. **Anchoring** - Anchoring of mechanical and electrical equipment in critical facilities.
- E. **Flexible piping** - Installation of flexible piping at pipe/conduit connections to equipment to accommodate expected movement in an earthquake.
- F. **Bracing** -
- a. Bracing of overhead pipes and electrical lines to meet seismic loads.
 - b. Bracing interior walls and partitions that could collapse, preventing safe exit from the building.
 - c. Bracing parapets, anchoring veneer or cladding, and bracing other non-structural elements that could collapse and cause injury or block safe exit of a building during an earthquake.
- G. **Replacement of glass** - Replacement of glass (with break resistant material) in mullions to prevent breakage and fallout in the event of building movement.

Updated: October 20, 1998

DESIGNATION OF APPLICANT'S AGENT AND APPLICANT ASSURANCES FOR PUBLIC ASSISTANCE

ORGANIZATION NAME (HEREAFTER NAMED ORGANIZATION)

PRIMARY AGENT	SECONDARY AGENT
AGENT'S NAME	AGENT'S NAME
ORGANIZATION	ORGANIZATION
OFFICIAL POSITION	OFFICIAL POSITION
MAILING ADDRESS	MAILING ADDRESS
CITY ,STATE, ZIP	CITY ,STATE, ZIP
DAYTIME TELEPHONE	DAYTIME TELEPHONE
FACSIMILE NUMBER	FACSIMILE NUMBER
PAGER OR CELLULAR NUMBER	PAGER OR CELLULAR NUMBER

THE ABOVE PRIMARY AND SECONDARY AGENTS ARE HEREBY AUTHORIZED TO EXECUTE AND FILE APPLICATION FOR PUBLIC ASSISTANCE ON BEHALF OF THE ORGANIZATION FOR THE PURPOSE OF OBTAINING CERTAIN STATE AND FEDERAL FINANCIAL ASSISTANCE UNDER THE ROBERT T. STAFFORD DISASTER RELIEF & EMERGENCY ASSISTANCE ACT, (PUBLIC LAW 93-288 AS AMENDED) OR OTHERWISE AVAILABLE. THIS AGENT IS AUTHORIZED TO REPRESENT AND ACT FOR THE ORGANIZATION IN ALL DEALINGS WITH THE STATE OF MICHIGAN FOR ALL MATTERS PERTAINING TO SUCH DISASTER ASSISTANCE REQUIRED BY THE AGREEMENTS AND ASSURANCES PRINTED ON THE REVERSE SIDE HEREOF.

CHIEF FINANCIAL OFFICER	CERTIFYING OFFICIAL
NAME	OFFICIAL'S NAME
ORGANIZATION	ORGANIZATION
OFFICIAL POSITION	OFFICIAL POSITION
MAILING ADDRESS	MAILING ADDRESS
CITY ,STATE, ZIP	CITY ,STATE, ZIP
DAYTIME TELEPHONE	DAYTIME TELEPHONE
FACSIMILE NUMBER	FACSIMILE NUMBER
PAGER OR CELLULAR NUMBER	PAGER OR CELLULAR NUMBER

APPLICANT'S STATE COGNIZANT AGENCY FOR SINGLE AUDIT PURPOSES (IF A COGNIZANT AGENCY IS NOT ASSIGNED, PLEASE INDICATE):

APPLICANT'S FISCAL YEAR (FY) START

MONTH:

DAY:

APPLICANT'S FEDERAL EMPLOYER'S IDENTIFICATION NUMBER

-

APPLICANT'S STATE PAYEE IDENTIFICATION NUMBER

- -

CERTIFYING OFFICIAL'S SIGNATURE

APPLICANT ASSURANCES

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and 44 Code of Federal Regulations, Parts 13, 17, and 18, as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. No. 3067-0151
Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

APPLICANT *(Political subdivision or eligible applicant.)*

DATE SUBMITTED

COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

CITY

COUNTY

STATE

ZIP CODE

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

POST OFFICE BOX

CITY

STATE

ZIP CODE

Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME

NAME

TITLE

TITLE

BUSINESS PHONE

BUSINESS PHONE

FAX NUMBER

FAX NUMBER

HOME PHONE (Optional)

HOME PHONE (Optional)

CELL PHONE

CELL PHONE

E-MAIL ADDRESS

E-MAIL ADDRESS

PAGER & PIN NUMBER

PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)?

☐ Yes ☐ No

Private Non-Profit Organization? ☐ Yes ☐ No

If yes, which of the facilities below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only: FEMA-

-DR-

-

FIPS #

Date Received:

FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET

O.M.B. No. 3067-0151
Expires April 30, 2001

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

DECLARATION NO. FEMA- ____-DR- ____	PROJECT NO.	FIPS NO.	DATE	CATEGORY
----------------------------------------	-------------	----------	------	----------

DAMAGED FACILITY	WORK COMPLETE AS OF: _____ : _____ %
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APPLICANT	COUNTY
-----------	--------

LOCATION	LATITUDE	LONGITUDE
----------	----------	-----------

DAMAGE DESCRIPTION AND DIMENSIONS

SCOPE OF WORK

Does the Scope of Work change the pre-disaster conditions at the site? ☐ Yes ☐ No

Special Considerations issues included? ☐ Yes ☐ No Hazard Mitigation proposal included? ☐ Yes ☐ No

Is there insurance coverage on this facility? ☐ Yes ☐ No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
			/		
			/		
			/		
			/		
			/		
			/		
			/		
			/		
			/		
			/		
			/		
			/		
				TOTAL COST	

PREPARED BY:

PROJECT WORKSHEET INSTRUCTIONS

THE PROJECT WORKSHEET MUST BE COMPLETED FOR EACH IDENTIFIED DAMAGED PROJECT.
AFTER COMPLETING PROJECT WORKSHEETS, SUBMIT THE WORKSHEETS TO YOUR PUBLIC ASSISTANCE COORDINATOR.

IDENTIFYING INFORMATION

DECLARATION NO: INDICATE DISASTER DECLARATION NUMBER AS ESTABLISHED BY FEMA (I.E. "FEMA 1136-DR-TN", ETC.).

PROJECT NO: INDICATE THE PROJECT DESIGNATION NUMBER YOU ESTABLISHED TO TRACK THE PROJECT IN YOUR SYSTEM (I.E. 1, 2, 3, ETC.).

FIPS NO: INDICATE YOUR FIPS NUMBER WITHIN THIS SPACE. THIS IS OPTIONAL.

DATE: INDICATE THE DATE THE WORKSHEET WAS PREPARED IN MM/DD/YY FORMAT.

CATEGORY: INDICATE CATEGORY OF THE PROJECT ACCORDING TO FEMA SPECIFIED WORK CATEGORIES. THIS IS OPTIONAL.

APPLICANT: NAME OF THE GOVERNMENTAL OR OTHER LEGAL ENTITY TO WHICH THE FUNDS WILL BE AWARDED.

COUNTY: NAME OF COUNTY WHERE DAMAGE IS LOCATED. IF LOCATED IN MULTIPLE COUNTIES, INDICATE "MULTI-COUNTY."

DAMAGE FACILITY: IDENTIFY THE FACILITY AND DESCRIBE ITS BASIC FUNCTION.

WORK COMPLETE AS OF: INDICATE THE DATE THAT THE WORK WAS EXAMINED IN THE FORMAT OF MM/DD/YY AND THE PERCENTAGE OF WORK COMPLETED TO THAT DATE.

LOCATION: THIS ITEM CAN RANGE ANYWHERE FROM AN "ADDRESS," "INTERSECTION OF..." "1 MILE SOUTH OF ...ON..." TO "COUNTY WIDE." IF DAMAGES ARE IN DIFFERENT LOCATIONS OR DIFFERENT COUNTIES PLEASE LIST EACH LOCATION. INCLUDE LATITUDE AND LONGITUDE OF THE PROJECT IF KNOWN.

DAMAGE DESCRIPTION AND DIMENSIONS: DESCRIBE THE DISASTER-RELATED DAMAGE TO THE FACILITY, INCLUDING THE CAUSE OF THE DAMAGE AND THE AREA OR COMPONENTS AFFECTED.

SCOPE OF WORK: LIST WORK THAT HAS BEEN COMPLETED, AND WORK TO BE COMPLETED, WHICH, IS NECESSARY TO REPAIR DISASTER-RELATED DAMAGE. INCLUDE ITEMS RECORDED ON THE PRELIMINARY DAMAGE ASSESSMENT.

DOES THE SCOPE OF WORK CHANGE THE PRE-DISASTER CONDITIONS OF THE SITE: IF THE WORK DESCRIBED UNDER THE SCOPE OF WORK CHANGES THE FACILITIES CONDITIONS (I.E. INCREASES / DECREASES THE SIZE OR FUNCTION OF THE FACILITY OR DOES NOT REPLACE DAMAGED COMPONENTS IN KIND WITH LIKE MATERIALS), CHECK YES. IF THE SCOPE OF WORK RETURNS THE SITE TO ITS PRE-DISASTER CONFIGURATION, CAPACITY AND DIMENSIONS CHECK NO.

SPECIAL CONSIDERATIONS: IF THE PROJECT INCLUDES INSURABLE WORK, AND/OR IS AFFECTED BY ENVIRONMENTAL (NEPA) OR HISTORIC CONCERNS, CHECK EITHER THE YES OR NO BOX SO THAT APPROPRIATE ACTION CAN BE INITIATED TO AVOID DELAYS IN FUNDING. REFER TO *APPLICANT GUIDELINES* FOR FURTHER INFORMATION.

HAZARD MITIGATION: IF THE PRE-DISASTER CONDITIONS AT THE SITE CAN BE CHANGED TO PREVENT THE DISASTER-RELATED DAMAGE, CHECK YES. IF NO OPPORTUNITIES FOR HAZARD MITIGATION EXIST CHECK NO. APPROPRIATE ACTION WILL BE INITIATED AND AVOID DELAYS IN FUNDING. REFER TO *APPLICANT HANDBOOK* FOR FURTHER INFORMATION.

IS THERE INSURANCE COVERAGE ON THIS FACILITY: FEDERAL LAW REQUIRES THAT FEMA BE NOTIFIED OF ANY ENTITLEMENT FOR PROCEEDS TO REPAIR DISASTER-RELATED DAMAGES, FROM INSURANCE OR ANY OTHER SOURCE. CHECK YES IF ANY FUNDING OR PROCEEDS CAN BE RECEIVED FOR THE WORK WITHIN THE SCOPE OF WORK FROM ANY SOURCE BESIDES FEMA.

PROJECT COST

ITEM: INDICATE THE ITEM NUMBER ON THE COLUMN (I.E. 1, 2, 3, ETC.). USE ADDITIONAL FORMS AS NECESSARY TO INCLUDE ALL ITEMS.

CODE: IF USING THE FEMA COST CODES, PLACE THE APPROPRIATE NUMBER HERE.

NARRATIVE: INDICATE THE WORK, MATERIAL OR SERVICE THAT BEST DESCRIBES THE WORK (I.E. "FORCE ACCOUNT LABOR OVERTIME", "42 IN. DIA. RCP", "SHEET ROCK REPLACEMENT", ETC.).

QUANTITY/UNIT: LIST THE AMOUNT OF UNITS AND THE UNIT OF MEASURE ("48/CY", "32/LF", "6/EA", ETC.).

UNIT PRICE: INDICATE THE PRICE PER UNIT.

COST: THIS ITEM CAN BE DEVELOPED FROM COST TO DATE, CONTRACTS, BIDS, APPLICANT'S EXPERIENCE IN THAT PARTICULAR REPAIR WORK, BOOKS WHICH LEND THEMSELVES TO WORK ESTIMATES, SUCH AS RS MEANS, OR BY USING COST CODES SUPPLIED BY FEMA.

TOTAL COST: RECORD TOTAL COST OF THE PROJECT.

PREPARED BY: RECORD THE NAME AND TITLE OF THE PERSON COMPLETING THE PROJECT WORKSHEET.

RECORD REQUIREMENTS

PLEASE REVIEW THE *APPLICANT HANDBOOK* FOR DETAILED INSTRUCTIONS AND EXAMPLES. FOR ALL COMPLETED WORK, THE APPLICANT MUST KEEP THE FOLLOWING RECORDS:

- FORCE ACCOUNT LABOR DOCUMENTATION SHEETS IDENTIFYING THE EMPLOYEE, HOURS WORKED, DATE AND LOCATION;
- FORCE ACCOUNT EQUIPMENT DOCUMENTATION SHEETS IDENTIFYING SPECIFIC EQUIPMENT, OPERATOR, USAGE BY HOUR/MILE AND COST USED;
- MATERIAL DOCUMENTATION SHEETS IDENTIFYING THE TYPE OF MATERIAL, QUANTITY USED AND COST;
- COPIES OF ALL CONTRACTS FOR WORK AND ANY LEASE/RENTAL EQUIPMENT COSTS.

FOR ALL ESTIMATED WORK, KEEP CALCULATIONS, QUANTITY ESTIMATES, PRICING INFORMATION, ETC. AS PART OF THE RECORDS TO DOCUMENT THE "COST/ ESTIMATE" FOR WHICH FUNDING IS BEING REQUESTED.

FEDERAL EMERGENCY MANAGEMENT AGENCY CONTRACT WORK SUMMARY RECORD				PAGE	OF
1. APPLICANT		2. PA ID #	3. PW #	4. DISASTER NUMBER	
5. LOCATION/SITE			6. CATEGORY	7. PERIOD COVERING To	
8. DESCRIPTION OF WORK PERFORMED					
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS—SCOPE	
TO			\$		
TO			\$		
TO			\$		
TO			\$		
TO			\$		
TO			\$		
TO			\$		
TO			\$		
TO			\$		
TO			\$		
TO			\$		
GRAND TOTAL			\$		
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.					
CERTIFIED		TITLE		DATE	

CONTRACT WORK SUMMARY RECORD INSTRUCTIONS

THIS FORM IS USED TO RECORD THE COSTS OF CONTRACTS THAT YOU AWARDED TO RESPOND TO THE DISASTER OR TO MAKE REPAIRS TO DAMAGES CAUSED BY THE DISASTER.

COMPLETE THE RECORD AS FOLLOWS:

- **APPLICANT:** ENTER YOUR ORGANIZATION'S NAME.
- **PA ID:** ENTER THE COMPUTER TRACKING NUMBER THAT FEMA ASSIGNS TO YOUR ORGANIZATION. YOUR PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **PW #:** ENTER THE PROJECT NUMBER THAT YOU HAVE ASSIGNED TO THIS PROJECT. IF YOU KNOW THE PROJECT NUMBER ASSIGNED BY FEMA, USE THAT NUMBER.
- **DISASTER NUMBER:** ENTER THE DECLARATION NUMBER FOR THIS DISASTER HERE. THE PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **LOCATION/SITE:** ENTER PHYSICAL ADDRESS OR LOCATION OF PROJECT.
- **CATEGORY:** ENTER CATEGORY OF WORK, IF KNOWN.
- **PERIOD COVERING:** ENTER TIME PERIOD REFERENCED FOR THE INFORMATION CONTAINED ON THIS SHEET.
- **DESCRIPTION OF WORK PERFORMED:** BRIEFLY DESCRIBE THE TYPE OF WORK THAT WAS PERFORMED.
- **INVOICE NUMBER:** ENTER THE INVOICE NUMBER.
- **DATES WORKED:** ENTER THE DATES THAT CONTRACTOR WORK ON THE PROJECT.
- **CONTRACTOR:** ENTER THE NAME OF THE CONTRACTOR RECEIVING THE CONTRACT.
- **BILLING/INVOICE NUMBER:** ENTER INVOICE OR BILLING NUMBER SUBMITTED BY CONTRACTOR.
- **AMOUNT:** ENTER THE TOTAL DOLLAR FIGURE LISTED ON THE INVOICE FOR THAT PROJECT.
- **COMMENTS - SCOPE:** ENTER A BRIEF DESCRIPTION OF THE WORK THE CONTRACTOR PERFORMED AND/OR OTHER PERTINENT COMMENTS.
- **GRAND TOTAL (INCLUDES CONTRACT LABOR):** ADD THE NUMBERS IN THE AMOUNT COLUMN AND ENTER THE RESULT HERE.

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT SUMMARY RECORD										PAGE OF			
1. APPLICANT			2. PA ID				3. PW #			4. DISASTER NUMBER			
5. LOCATION/SITE						6. CATEGORY				7. PERIOD COVERING To			
8. DESCRIPTION OF WORK PERFORMED													
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS			
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
			HOURS									\$	\$
GRAND TOTAL													\$
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED		TITLE								DATE			

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD INSTRUCTIONS

FORCE ACCOUNT IS THE TERM TO REFER TO YOUR OWN PERSONNEL AND EQUIPMENT. KEEP THE FOLLOWING POINTS IN MIND WHEN COMPILING FORCE ACCOUNT LABOR INFORMATION:

COMPLETE THE RECORD AS FOLLOWS:

- **APPLICANT:** ENTER YOUR ORGANIZATION'S NAME.
- **PA ID:** ENTER THE COMPUTER TRACKING NUMBER THAT FEMA ASSIGNS TO YOUR ORGANIZATION. YOUR PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **PW #:** ENTER THE PROJECT NUMBER THAT YOU HAVE ASSIGNED TO THIS PROJECT. IF YOU KNOW THE PROJECT NUMBER ASSIGNED BY FEMA, USE THAT NUMBER.
- **DISASTER NUMBER:** ENTER THE DECLARATION NUMBER FOR THIS DISASTER HERE. THE PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **LOCATION/SITE:** ENTER PHYSICAL ADDRESS OR LOCATION OF PROJECT.
- **CATEGORY:** ENTER CATEGORY OF WORK, IF KNOWN.
- **PERIOD COVERING:** ENTER TIME PERIOD REFERENCED FOR THE INFORMATION CONTAINED ON THIS SHEET.
- **DESCRIPTION OF WORK PERFORMED:** BRIEFLY DESCRIBE THE TYPE OF WORK THAT WAS PERFORMED.
- **TYPE OF EQUIPMENT:** ENTER A BRIEF DESCRIPTION OF THE EQUIPMENT, INCLUDING THE RATED HORSEPOWER OR CAPACITY OF THE EQUIPMENT. BE SURE TO INCLUDE THIS INFORMATION IF YOU ALSO USE A TRADE NAME OR COMMON NAME TO DESCRIBE THE EQUIPMENT, E.G., DITCH WITCH.
- **FEMA CODE:** ENTER THE FEMA COST CODE FOR THE EQUIPMENT.
- **OPERATOR'S NAME:** ENTER THE EQUIPMENT OPERATOR'S NAME.
- **DATE/HOURS USED:** ENTER THE DATES AND HOURS THE EQUIPMENT WAS USED ON THE PROJECT.
- **TOTAL HOURS:** ENTER TOTAL HOURS EQUIPMENT WAS IN USE.
- **EQUIPMENT RATE:** ENTER THE HOURLY COST TO USE THE EQUIPMENT.
- **TOTAL COST:** MULTIPLY THE NUMBER IN THE TOTAL HOURS BLOCK BY THE NUMBER IN THE EQUIPMENT RATE BLOCK AND ENTER THE RESULT HERE.
- **GRAND TOTALS:** ADD THE NUMBERS IN THE TOTAL HOURS BLOCKS AND TOTAL COST BLOCKS ENTER THE RESULTS HERE.

FEDERAL EMERGENCY MANAGEMENT AGENCY FORCE ACCOUNT LABOR SUMMARY RECORD										PAGE		OF	
1. APPLICANT				2. PA ID #				3. PW #		4. DISASTER NUMBER			
5. LOCATION/SITE								6. CATEGORY		7. PERIOD COVERING To			
8. DESCRIPTION OF WORK PERFORMED													
	DATES AND HOURS WORKED EACH WEEK								COSTS				
	DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY	TOTAL COSTS
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
NAME	REG.									\$	/	\$	\$
JOB TITLE	O.T.									\$	/	\$	\$
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME												\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												\$	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED								TITLE				DATE	

FORCE ACCOUNT LABOR SUMMARY RECORD INSTRUCTIONS

FORCE ACCOUNT IS THE TERM TO REFER TO YOUR OWN PERSONNEL AND EQUIPMENT. KEEP THE FOLLOWING POINTS IN MIND WHEN COMPILING FORCE ACCOUNT LABOR INFORMATION:

- RECORD REGULAR AND OVERTIME HOURS SEPARATELY.
- RECORD THE BENEFITS SEPARATELY FOR REGULAR AND OVERTIME HOURS. MOST OVERTIME HOURS INCLUDE FEWER BENEFITS THAN REGULAR HOURS.
- ATTACH A APPLICANT'S BENEFIT CALCULATION WORKSHEET GIVING A BREAKDOWN OF WHAT IS INCLUDED IN YOUR BENEFITS, BY PERCENTAGES, E.G., SOCIAL SECURITY—15.2%, WORKER'S COMPENSATION—4.3%, INSURANCE—18.5%, ETC. YOU CAN USE AN AVERAGE RATE IF YOU HAVE DIFFERENT BENEFIT RATES FOR DIFFERENT EMPLOYEES.

COMPLETE THE RECORD AS FOLLOWS

- **APPLICANT:** ENTER YOUR ORGANIZATION'S NAME.
- **PA ID:** ENTER THE COMPUTER TRACKING NUMBER THAT FEMA ASSIGNS TO YOUR ORGANIZATION. YOUR PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **PW #:** ENTER THE PROJECT NUMBER THAT YOU HAVE ASSIGNED TO THIS PROJECT. IF YOU KNOW THE PROJECT NUMBER ASSIGNED BY FEMA, USE THAT NUMBER.
- **DISASTER NUMBER:** ENTER THE DECLARATION NUMBER FOR THIS DISASTER HERE. THE PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **LOCATION/SITE:** ENTER PHYSICAL ADDRESS OR LOCATION OF PROJECT.
- **CATEGORY:** ENTER CATEGORY OF WORK, IF KNOWN.
- **PERIOD COVERING:** ENTER TIME PERIOD REFERENCED FOR THE INFORMATION ON THIS SHEET.
- **DESCRIPTION OF WORK PERFORMED:** BRIEFLY DESCRIBE TYPE OF WORK PERFORMED.
- **NAME:** ENTER THE NAMES OF EACH EMPLOYEE WHO WORKED ON THE PROJECT.
- **TITLE:** ENTER TITLE OR OCCUPATION OF EACH EMPLOYEE WHO WORKED ON THE PROJECT.
- **REG:** ENTER THE REGULAR HOURS THAT EACH EMPLOYEE WORKED ON THE PROJECT.
- **OT:** ENTER OVERTIME HOURS THAT EACH EMPLOYEE WORKED ON THE PROJECT. **REMINDER:** ONLY OVERTIME IS ELIGIBLE FOR REIMBURSEMENT FOR EMERGENCY WORK. RECORD BOTH REGULAR AND OVERTIME HOURS, SO THAT PERSONNEL HOURS CAN BE COMPARED WITH EQUIPMENT USE HOURS, IF NECESSARY.
- **TOTAL HR:** TOTAL THE HOURS FOR EACH EMPLOYEE AND ENTER RESULT IN THIS BLOCK.
- **HOURLY RATE:** ENTER EACH EMPLOYEE'S HOURLY RATE.
- **BENEFIT RATE/HR:** ENTER EACH EMPLOYEES HOURLY BENEFIT RATE. THERE SHOULD BE DIFFERENT PERCENTAGES FOR BENEFITS PERTAINING TO REGULAR AND OVERTIME WAGES.
- **TOTAL HOURLY:** ADD THE EMPLOYEE'S HOURLY RATE IN THE RATE/HR BLOCK AND THE HOURLY BENEFITS RATE IN THE BENEFITS/HR BLOCK AND ENTER THE RESULT HERE.
- **TOTAL COSTS:** MULTIPLY THE ENTRIES IN TOTAL HOURS AND TOTAL HOURLY AND ENTER THE RESULT HERE.
- **TOTAL COST:** MULTIPLY THE ENTRIES IN THE TOTAL HR AND TOTAL RATE/HR BLOCKS AND ENTER THE RESULT HERE.
- **TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME:** ADD THE ENTRIES IN THE TOTAL COST, REG BLOCK FOR EACH EMPLOYEE AND ENTER THE RESULTS HERE.

FRINGE BENEFIT RATE CALCULATION WORKSHEET INSTRUCTIONS

BENEFITS CALCULATION

FRINGE BENEFITS FOR FORCE ACCOUNT LABOR IS ELIGIBLE. EXCEPT IN EXTREMELY UNUSUAL CASES, FRINGE BENEFITS FOR OVERTIME WILL BE SIGNIFICANTLY LESS THAN REGULAR TIME.

THE FOLLOWING STEPS WILL ASSIST IN CALCULATING THE PERCENTAGE OF FRINGE BENEFITS PAID ON AN EMPLOYEE'S SALARY. NOTE: ITEMS AND PERCENTAGES WILL VARY FROM ONE ENTITY TO ANOTHER.

1. THE NORMAL YEAR CONSISTS OF 2080 HOURS (52 WEEKS X 5WORKDAYS/WEEK X 8 HOURS/DAY). THIS DOES NOT INCLUDE HOLIDAYS AND VACATIONS.
2. DETERMINE THE EMPLOYEE'S BASIC HOURLY PAY RATE (ANNUAL SALARY/2080 HOURS).
3. FRINGE BENEFIT PERCENTAGE FOR VACATION TIME: DIVIDE NUMBER OF HOURS OF ANNUAL VACATION PROVIDED TO THE EMPLOYEE BY 2080 (80 HOURS (2 WEEKS)/2080 = 3.85%).
4. FRINGE BENEFIT PERCENTAGE FOR PAID HOLIDAYS: DIVIDE THE NUMBER OF PAID HOLIDAY HOURS BY 2080 (64 HOURS (8 HOLIDAYS)/2080 = 3.07%).
5. RETIREMENT PAY: BECAUSE THIS MEASURE VARIES WIDELY, USE ONLY THE PERCENTAGE OF SALARY MATCHED BY THE EMPLOYER.
6. SOCIAL SECURITY & UNEMPLOYMENT INS.: BOTH ARE STANDARD PERCENTAGES OF SALARY.
7. INSURANCE: THIS BENEFIT VARIES BY EMPLOYEE. DIVIDE THE AMOUNT PAID BY THE CITY OR COUNTY BY THE BASIC PAY RATE DETERMINED IN STEP 2.
8. WORKMAN'S COMPENSATION: THIS BENEFIT ALSO VARIES BY EMPLOYEE. DIVIDE THE AMOUNT PAID BY THE CITY OR COUNTY BY THE BASIC PAY RATE DETERMINED IN STEP 2. USE THE RATE PER \$100 TO DETERMINE THE CORRECT PERCENTAGE.

NOTE: TYPICALLY, YOU SHOULD NOT BE CHARGING THE SAME RATE FOR REGULAR TIME AND OVERTIME. GENERALLY, ONLY FICA (SOCIAL SECURITY) IS ELIGIBLE FOR OVERTIME; HOWEVER, SOME ENTITIES MAY CHARGE RETIREMENT TAX ON ALL INCOME.

SAMPLE RATES

ALTHOUGH SOME RATES MAY DIFFER GREATLY BETWEEN ORGANIZATIONS DUE TO THEIR PARTICULAR EXPERIENCES, THE TABLE BELOW PROVIDES SOME GENERAL GUIDELINES THAT CAN BE USED AS A REASONABLENESS TEST TO REVIEW SUBMITTED CLAIMS. THESE RATES ARE BASED ON EXPERIENCE IN DEVELOPING FRINGE RATES FOR SEVERAL STATE DEPARTMENTS, THE DEFAULT RATE IS THAT USED FOR THE STATE OF FLORIDA, FOLLOWING HURRICANE ANDREW (AUGUST 1992), AND THE REVIEW OF SEVERAL FEMA CLAIMS. THE RATES PRESENTED ARE DETERMINED USING THE GROSS WAGE METHOD APPLICABLE TO THE PERSONNEL HOURLY RATE (PHR) METHOD. THE NET AVAILABLE HOURS METHOD WOULD RESULT IN HIGHER RATES.

PAID FRINGE BENEFITS		LEAVE FRINGE BENEFITS	
HCA MATCHING	7.65% (OR SLIGHTLY LESS)	ACCRUED ANNUAL LEAVE	7.00% (OR LESS)
RETIREMENT-REGULAR	17.00% (OR LESS)	SICK LEAVE	4.00% (OR LESS)
RETIREMENT-SPECIAL RISK	25.00% (OR SLIGHTLY MORE)	ADMINISTRATIVE LEAVE	0.50% (OR LESS)
HEALTH INSURANCE	12.00% (OR LESS)	HOLIDAY LEAVE	4.00% (OR LESS)
LIFE & DISABILITY INS.	1.00% (OR LESS)	COMPENSATORY LEAVE	2.00% (OR LESS)
WORKER’S COMPENSATION	3.00% (OR LESS)		
UNEMPLOYMENT INSURANCE	0.25%(OR LESS)		
RATES OUTSIDE OF THESE RANGES ARE POSSIBLE, BUT SHOULD BE JUSTIFIED DURING VALIDATION PROCESS			

FEDERAL EMERGENCY MANAGEMENT AGENCY MATERIALS SUMMARY RECORD					PAGE _____ OF _____			
1. APPLICANT		2. PA ID #		3. PW #		4. DISASTER NUMBER		
5. LOCATION/SITE				6. CATEGORY		7. PERIOD COVERING _____ To _____		
8. DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
			\$	\$				
GRAND TOTAL				\$				
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED		TITLE				DATE		

MATERIALS RECORD SUMMARY INSTRUCTIONS

THIS FORM IS USED TO RECORD THE COSTS OF SUPPLIES AND MATERIALS PURCHASED IN RESPONSE TO THE DISASTER OR USED TO REPAIR DAMAGES CAUSED BY THE DISASTER.

COMPLETE THE RECORD AS FOLLOWS:

- **APPLICANT:** ENTER YOUR ORGANIZATION'S NAME.
- **PA ID:** ENTER THE COMPUTER TRACKING NUMBER THAT FEMA ASSIGNS TO YOUR ORGANIZATION. YOUR PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **PW #:** ENTER THE PROJECT NUMBER THAT YOU HAVE ASSIGNED TO THIS PROJECT. IF YOU KNOW THE PROJECT NUMBER ASSIGNED BY FEMA, USE THAT NUMBER.
- **DISASTER NUMBER:** ENTER THE DECLARATION NUMBER FOR THIS DISASTER HERE. THE PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **LOCATION/SITE:** ENTER PHYSICAL ADDRESS OR LOCATION OF PROJECT.
- **CATEGORY:** ENTER CATEGORY OF WORK, IF KNOWN.
- **PERIOD COVERING:** ENTER TIME PERIOD REFERENCED FOR THE INFORMATION CONTAINED ON THIS SHEET.
- **DESCRIPTION OF WORK PERFORMED:** BRIEFLY DESCRIBE THE TYPE OF WORK THAT WAS PERFORMED.
- **VENDOR:** ENTER THE NAME OF THE SUPPLIER IF THE MATERIAL WAS BOUGHT SPECIFICALLY AS A RESULT OF THE DISASTER.
- **DESCRIPTION:** ENTER A BRIEF DESCRIPTION OF THE SUPPLIES OR MATERIALS USED OR PURCHASED.
- **QUANTITY:** ENTER AMOUNT OF MATERIAL USED. (E.G., NUMBER, TONNAGE, ETC.)
- **DATE PURCHASED:** ENTER THE DATE ON THE INVOICE.
- **DATE USED:** ENTER DATE ACTUALLY USED/INSTALLED.
- **INFO FROM:** CHECK WHETHER INFORMATION ENTERED ON THE FORM WAS OBTAINED FROM ACTUAL INVOICE OR IF MATERIAL WAS TAKEN FROM STOCK ON HAND.
- **GRAND TOTAL:** ADD THE NUMBERS IN THE TOTAL PRICE BLOCKS AND ENTER THE RESULT HERE.

FEDERAL EMERGENCY MANAGEMENT AGENCY RENTED EQUIPMENT SUMMARY RECORD						PAGE OF		
1. APPLICANT		2. PA ID		3. PW #		4. DISASTER NUMBER		
5. LOCATION/SITE				6. CATEGORY		7. PERIOD COVERING To		
8. DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/CPR	W/OUT OPR					
				\$				
							\$	
				\$				
							\$	
				\$				
							\$	
				\$				
							\$	
				\$				
							\$	
				\$				
							\$	
				\$				
							\$	
				\$				
							\$	
GRAND TOTAL								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED			TITLE			DATE		

RENTED EQUIPMENT SUMMARY RECORD INSTRUCTIONS

THIS FORM IS USED TO RECORD THE COSTS OF EQUIPMENT THAT YOU HAD TO RENT OR LEASE TO RESPOND TO THE DISASTER OR TO BE USED IN MAKING REPAIRS TO DAMAGES CAUSED BY THE DISASTER.

COMPLETE THE RECORD AS FOLLOWS:

- **APPLICANT:** ENTER YOUR ORGANIZATION'S NAME.
- **PA ID:** ENTER THE COMPUTER TRACKING NUMBER THAT FEMA ASSIGNS TO YOUR ORGANIZATION. YOUR PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **PW #:** ENTER THE PROJECT NUMBER THAT YOU HAVE ASSIGNED TO THIS PROJECT. IF YOU KNOW THE PROJECT NUMBER ASSIGNED BY FEMA, USE THAT NUMBER.
- **DISASTER NUMBER:** ENTER THE DECLARATION NUMBER FOR THIS DISASTER HERE. THE PUBLIC ASSISTANCE COORDINATOR CAN TELL YOU WHAT IT IS IF YOU DON'T KNOW IT.
- **LOCATION/SITE:** ENTER PHYSICAL ADDRESS OR LOCATION OF PROJECT.
- **CATEGORY:** ENTER CATEGORY OF WORK, IF KNOWN.
- **PERIOD COVERING:** ENTER TIME PERIOD REFERENCED FOR THE INFORMATION ON THIS SHEET.
- **DESCRIPTION OF WORK PERFORMED:** BRIEFLY DESCRIBE THE TYPE OF WORK THAT WAS PERFORMED.
- **TYPE OF EQUIPMENT:** ENTER A BRIEF DESCRIPTION OF THE EQUIPMENT THAT YOU LEASED OR RENTED, INCLUDING THE RATED HORSEPOWER OR CAPACITY OF THE EQUIPMENT. BE SURE TO INCLUDE THIS INFORMATION IF YOU ALSO USE A TRADE NAME OR COMMON NAME TO DESCRIBE THE EQUIPMENT, E.G., DITCH WITCH.
- **DATES/HOURS USED:** ENTER THE DATES AND HOURS THE EQUIPMENT WAS USED ON THE PROJECT.
- **RATE PER HOUR:** ENTER THE HOURLY RENTAL OR LEASE COST OF THE EQUIPMENT. INDICATE IF THE EQUIPMENT WAS RENTED ON A DAILY, WEEKLY, OR MONTHLY RATE, INSTEAD OF AN HOURLY RATE. LIST IN APPROPRIATE COLUMN IF OPERATOR COSTS WERE INCLUDED.
- **TOTAL COST:** MULTIPLY HOURS USED BY HOURLY RATE CHARGED AND ENTER TOTAL COST HERE.
- **VENDOR:** ENTER THE COMPANY NAME THAT RENTED OR LEASED THE EQUIPMENT TO YOU.
- **INVOICE NO.:** ENTER BILLING INVOICE NUMBER.
- **DATE / AMOUNT PAID:** ENTER DATE OF PAYMENT AND AMOUNT OF CHECK.
- **CHECK NO.:** LIST CHECK NUMBER THAT WAS USED TO PAY FOR EQUIPMENT RENTAL.
- **GRAND TOTAL:** ADD THE DOLLAR FIGURE FROM THE AMOUNT PAID BLOCKS AND ENTER TOTAL HERE.

IMPROVED PROJECT REQUEST

PREPARE A SEPARATE REQUEST FOR EACH IMPROVED PROJECT

APPLICANT

PROJECT NUMBER

DAMAGE CATEGORY

ITEM NUMBER

DESCRIPTION OF THE HIGHER GRADE FACILITY TO BE CONSTRUCTED OR MORE PERMANENT REPAIR TO BE ACCOMPLISHED (DIMENSIONS AND TYPE OF MATERIALS, ETC.)

ESTIMATED COST OF ABOVE FACILITY

SOURCE OF FUNDING OVER FEMA GRANT

WORK TO BE PERFORMED BY: (CHECK ONE)

☐ CONTRACT

☐ OWN EMPLOYEES AND EQUIPMENT

☐ COMBINATION OF BOTH

ESTIMATED DATE THE ABOVE PERMANENT WORK WILL BE COMPLETED

ENGINEERING ESTIMATE OF THE COST OF REPAIR OR REPLACEMENT AS SHOWN IN THE PROJECT WORKSHEET

AMOUNT REQUESTED (AMOUNT FOR WHICH APPROVAL IS REQUESTED)

APPLICANT'S
AUTHORIZED
REPRESENTATIVE

DATE

APPROVAL OF THIS REQUEST IS BASED ON THE ABOVE INFORMATION. ANY CHANGED CONDITIONS SHOULD IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE GOVERNOR'S AUTHORIZED REPRESENTATIVE, AS IT MAY HAVE A BEARING ON THE IMPROVED PROJECT ALLOWANCE.

AMOUNT APPROVED

GOVERNOR'S
AUTHORIZED
REPRESENTATIVE

DATE

ALTERNATE PROJECT REQUEST

APPLICANT

FEMA - _____ - DR - _____

IF A SUBGRANTEE DECIDES THAT A DAMAGED PUBLIC FACILITY SHOULD NOT BE RESTORED BUT DESIRES TO USE FUNDS FOR WORK ON OTHER FACILITIES, THE FEMA REGIONAL DIRECTOR MAY APPROVE THE PROJECT AS AN "ALTERNATE PROJECT". APPROVAL, IF GRANTED, ONLY COVERS THE PROJECT IDENTIFIED ON THIS FORM. FEDERAL FUNDING FOR SUCH PROJECTS WILL BE LIMITED TO 75% OF THE FEDERAL SHARE OF THE APPROVED ESTIMATE OF ELIGIBLE COSTS.

LOCATION

DESCRIPTION OF PROPOSED ALTERNATE PROJECT

REPLACES PROJECT WORKSHEET NO.

SCHEDULE OF WORK

PROJECTED COST

EXPLANATION OF UNIQUE SITUATION WHICH MAKES ALTERNATE FUNDING VIABLE

ATTACH INFORMATION, AS APPROPRIATE, TO SHOW COMPLIANCE WITH:

1. FLOODPLAIN MANAGEMENT REQUIREMENTS
2. ENVIRONMENTAL ASSESSMENT REQUIREMENTS
3. HAZARD MITIGATION PLANS
4. PROTECTION OF WETLANDS REQUIREMENTS
5. INSURANCE REQUIREMENTS

LOCAL AUTHORIZED
REPRESENTATIVE

DATE

TIME EXTENSION REQUEST

DATE

APPLICATION NUMBER: FEMA - ____ - DR - _____

APPLICANT

TIME EXTENSION(S) ARE REQUESTED FOR THE FOLLOWING PROJECT WORKSHEETS (PWS) (COPY AS NEEDED.)

PW No.

ESTIMATED COMPLETION DATE

PRESENT STATUS OF WORK

REASON WHY WORK IS DELAYED

PW No.

ESTIMATED COMPLETION DATE

PRESENT STATUS OF WORK

REASON WHY WORK IS DELAYED

APPLICANT
SIGNATURE

TITLE

**CUSTOMER SURVEY FORM
FOR THE STATE OF MICHIGAN
PUBLIC ASSISTANCE GRANT PROGRAM (PAGP)**

This form is being sent to all subgrantees in an effort to gather information on the effectiveness of our disaster assistance program administration. Although completion of this form is strictly voluntary, your answers will help us better meet your needs during future disaster recovery operations. Please return this form to the Emergency Management Division by the date indicated on the attached letter.

1. Overall, how satisfied are you with the Public Assistance Grant Program for this disaster?

_____ very satisfied _____ somewhat satisfied _____ not satisfied

Comments/Suggestions for Improvement:

2. How efficient were the following program components?

a. Applicant Briefing for PAGP:

_____ very informative _____ somewhat informative _____ not informative

Comments/Suggestions for Improvement:

b. Damage Survey Process (surveying damage; writing Damage Survey Reports):

_____ very efficient _____ somewhat efficient _____ not efficient

Comments/Suggestions for Improvement:

c. Grant Disbursement:

_____ very efficient _____ somewhat efficient _____ not efficient

Comments/Suggestions for Improvement:

d. Quarterly Reporting:

_____very efficient _____somewhat efficient _____not efficient

Comments/Suggestions for Improvement:

e. Processing of Project Changes (i.e., scope of work; time extension; cost overrun; etc.):

_____very efficient _____somewhat efficient _____not efficient

Comments/Suggestions for Improvement:

f. Inspection of Project Site/Project Documentation:

_____very efficient _____somewhat efficient _____not efficient

Comments/Suggestions for Improvement:

g. Guidance Provided (i.e., EMD Pub. 903 - PAGP Handbook; FEMA materials):

_____very effective _____somewhat effective _____not effective

Comments/Suggestions for Improvement:

Jurisdiction:_____

Contact (Name/Phone #):_____

YOUR PARTICIPATION IS GREATLY APPRECIATED!